

1947 THESIS
DuVALL, DALE and
HEFFERN, VERNON
MAIHEMETICAL BACKGROUNDS, SKILLS AND OPERATIONS PREREQUISITE TO
SP AND CAF POSITIONS IN CIVIL SERVICE

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MATHEMATICAL BACKGROUNDS, SKILLS AND OPERATIONS
PREREQUISITE TO SP AND CAF POSITIONS IN CIVIL SERVICE

by

Dale Arthur DuVall

(A.B., Eastern Nazarene College, 1948)

and

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(A.B., Eastern Nazarene College, 1941)

submitted in partial fulfillment of the
requirements for the degree of
Master of Education

1949

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MAINTAINING THE STANDARDS, SKILLS AND CAPABILITIES
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The authors are deeply grateful to Professor Henry W. Syer for his timely advice and assistance in the pursuit of this study.

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CHAPTER I

THE PROBLEM

Statement of the problem. It is the primary purpose of this thesis to ascertain the mathematics, through the high school level, which certain Civil Service positions require and, wherever possible, the specific courses, skills, and operations involved.

We feel that there are two definite contributions that this study will make to the field of education:

1. It will furnish mathematics teachers with a basis against which applications for the enrichment of mathematics courses may be checked for practicability.
2. It will supplement the existing guidance pamphlets and materials available to counselors of high school students.

A third contribution may well be the resultant availability to the public, in an easily accessible form, of a listing of Civil Service jobs suitable for those in high school who are interested in mathematics.

Justification of the problem. "Fifty years ago in order to obtain and retain the interest and cooperation of high school students it was sufficient to say, 'Colleges require that you master the subject in order to be admitted.' Today that appeal is no longer sufficient because four out of five high school

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pupils have no prospect of going to college.^{1/} Once we could secure application to the study of mathematics by saying, 'It is needed for the study of science or engineering.' Today ... 'So what!' they say, 'Who wants to be a scientist or an engineer? I am going to get a job in a factory and make some real money.'^{2/}

These students evidently comprise at least a portion of the eighty (80) per cent who do not go to college.^{1/} Of this group, according to Schorling ^{3/}, "Too many ... take no mathematics, and later discover that they lack specific mathematical training for what they want to do and can do." This is too often due to faulty guidance, since "high school teachers in general cannot provide their pupils with reliable information about the science and mathematics needed on jobs and in professional careers."^{3/} This in turn may be attributed to the fact that they either "lack knowledge of the applications of ... mathematics used in engineering, agriculture, mining, medicine, and the like," or "they do not have the necessary guidance materials."^{3/}

^{1/} Carnahan, Walter H., "Enrichment of Mathematics", The Mathematics Teacher, January 1949, Volume 42, pg. 14.

^{2/} Fehr, Howard, Teachers College, Columbia University, Lecture at Boston University, March 10, 1949.
 Rothe, C. A., "Mathematics as Applied to Apprenticable Trades", The Mathematics Teacher, January 1942, Volume 35, pg. 29.

^{3/} Schorling, Raleigh, "Let's Come to Grips with the Guidance Problem", The Mathematics Teacher, January 1949, Volume 42, pg. 25.

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1. Gardner, Walter H., "Enrichment of Mathematics", The
 Mathematics Teacher, January 1949, Volume 42, pg. 14.

2. Fehr, Howard, Teachers College, Columbia University,
 Lecture at Boston University, March 10, 1949.
 Roth, C. A., "Mathematics as Applied to Approximation
 Tables", The Mathematics Teacher, January 1942, Volume 35,
 pg. 22.

3. Schorling, Raleigh, "Let's Come to Grips with the Guidance
 Problem", The Mathematics Teacher, January 1949, Volume 42,
 pg. 25.

Relative to the problems of teacher information and guidance, Harriet A. Welsh 1/ of Lowell High School, San Francisco, California, says, "A worthwhile service might be a survey of the vocations suitable for those interested in mathematics", for "as teachers we shall find that the more we know about the vocations the better teachers we shall be."1/

William M. Whyburn of the University of California at Los Angeles, seems to agree with this in that he has said, "I regard it as the urgent responsibility of every mathematics teacher to devote a great amount of effort to learning the uses of his subject in everyday life."2/ The Duke University Mathematics Institute followed this same line of thinking in stating that one of its purposes was "to encourage teachers and students to learn the uses of mathematics in the present day civilization."3/

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1/ Welsh, Harriet A., "What Can A Mathematics Teacher Do About Vocational Guidance?", The Mathematics Teacher, March 1943, Volume 36, pg. 99.

2/ Whyburn, William M., "Mathematics for Production and War". Address to school principals convention in Los Angeles, April 20, 1943.

3/ Mathematics Institute of Duke University as reported in The Mathematics Teacher, May 1947, Volume 40, pg. 254.

4/ Sanders, S. T., "Post War Planning in Mathematics", The National Mathematics Magazine, October 1943, Volume 17, pg. 2.

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post war school effort should be directed to discovering the mathematical aids or needs of all the major peacetime industrial enterprises." In the seventeenth yearbook of the National Council of Teachers of Mathematics, the following statement is made "... what is needed is a new yearbook which shows the mathematics that can be applied in other fields on the high school level."

Further indications of the need for this type of study has been evidenced by the fact that two of the tentative objectives of the Commission on Post War Plans of the National Council of Teachers of Mathematics were to "determine the actual demand for mathematicians in various ramifications of modern life"^{1/} and to "determine the mathematics needed by government officials and Civil Service employees."^{1/}

Thus we see that there has been a growing demand for studies portraying the role of mathematics in our present civilization. Since Civil Service is one of the major fields of employment and is representative of many large occupations, we feel that it offers a great opportunity to meet a portion of this demand.

^{1/} Zant, James H., "The Next Step in Planning for Post War Mathematics," The Mathematics Teacher, October 1945, Volume 38, pg. 276.

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CHAPTER II

SCOPE AND LIMITATIONS, PREVIOUS STUDIES, PROCEDURES

Scope and limitations. The Civil Service Act of 1883 provides that most of the positions in the agencies which comprise the executive branch of the Federal Government: The Post Office Department, The Department of Agriculture, The Navy Department, The Federal Security Agency, etc., be filled in accordance with the competitive requirements of the act. These are called the classified positions and are said to be in the classified service. The positions which are not subject to these requirements are called the excepted service.

In the classified section the positions are divided into five broad occupational groups, called "services". These services are: Professional and Scientific (P); Subprofessional (SP); Clerical, Administrative and Fiscal (CAF); Crafts, Protective and Custodial (CPC); and Clerical-Mechanical (CM). Each service is subdivided into series designated by numbers, e.g., the Park Ranger Series is designated as CAF-178. Each series is then broken down into grades or zones of importance, difficulty, responsibility, and value of work.

Grades are also designated by numbers, the higher the number, the higher the grade. For instance, in the Clerical, Administrative and Fiscal Service, the grades are CAF-1, CAF-2, up to CAF-16. These grades exist for each occupational subdivision, e.g., for the Park Ranger Series, mentioned before,

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Grades are also designated by numbers, the higher the number, the higher the grade. For instance, in the Clerical, Administrative and Fiscal Service, the grades are CAF-1, CAF-2, up to CAF-18. These grades exist for each occupational sub-division, e.g., for the Park Ranger Series, mentioned before,

the grades under this series go from CAF-1 to CAF-16, and the entire numerical classification would be CAF-178-1 to CAF-178-16.

Whenever openings exist, candidates may enter the Civil Service at any level for which they are qualified, or they may enter at the bottom of the scale and work their way upward.

The major groups in the excepted service are the employees in the mechanical trades and crafts.

This thesis will be concerned entirely with the SP and CAF positions of the classified service to the extent to which they require a knowledge of mathematics.

Previous studies. Although several articles have been published and some studies have been completed which are related to the topic of this thesis, we have been unable to find any specific work done in this field.

The particular sources of information consulted were:

1. Educational Index
2. Reader's Guide to Periodical Literature
3. Review of Educational Research
4. The Mathematics Teacher (Periodical)
5. California Journal of Secondary Education (Periodical)
6. School Science and Mathematics (Periodical)
7. Occupational Index

In addition to these, the following members or associates of the Commission on Post War Plans of the National Council of Teachers of Mathematics were consulted by letter:

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1. Raleigh Schorling, University of Michigan, Ann Arbor, Michigan.
2. James H. Zant, Oklahoma Agriculture and Mechanical College, Stillwater, Oklahoma.
3. Harry Jager, Chief, Occupational Information and Guidance, U. S. Office of Education, Washington, D.C.
4. W. A. Brownell, Duke University, Durham, N. C.
5. Virgil Mallory, New Jersey State Teachers College, Montclair, N. J.
6. H. Vernon Price, State University of Iowa, Iowa City, Iowa.
7. C. V. Newsom, Assistant Commissioner of Higher Education, New York State Department of Education.
8. Mary A. Potter, Supervisor, Department of Mathematics, Racine Public Schools, Racine, Wisconsin.
9. F. Lynwood Wren, Peabody College for Teachers, Nashville, Tennessee.

In these letters the authors requested information concerning any previous studies in this field and also welcomed suggestions or opinions. Although most of these educators expressed an interest in the problem, and were eager to be of service, only one study bearing directly on this problem was found. This was a contemporary work (beyond the secondary level) being conducted under the auspices of The Mathematical Association of America. The work is being carried on under the supervision of Professor H. M. Gehman of the University of

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Several related studies were found in both the printed literature and the communications. These include the following articles and studies: "Mathematical Requirements for Jobs Open to High School Students" by James G. Cooper III.^{1/} Cooper conducted his study by interviewing both employees and employers concerning the mathematics they thought they needed for specific jobs.

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There are many other studies related to this in that they attempt to determine the mathematics required for occupations,

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^{2/} Wittich, W. A., "School and Community Look at Content of Consumer Mathematics", The Mathematics Teacher, March, 1943, Volume 36, pg. 106.

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Procedure. For each Civil Service position, the Civil Service Commission, classification section, has set up specifications including a job description, desired abilities, physical requirements, educational and experience requirements. These are distributed by the classification section of the Central Office of the Civil Service Commission in Washington, D. C., to the classification section of each of the Regional Offices.

Mr. Robert M. Palmer, director of the classification section of the New England Regional Office, located in the Federal Post Office Building, Post Office Square, Boston, generously agreed to permit the writers to use the facilities of his offices to examine, extract, and compile the necessary data. Mr. Nathan Meyers, in whose office the study was actually carried out, also kindly agreed to let his personal copies of the specifications be used.

When openings occur in Civil Service positions, examination announcements are posted stating the qualifications,

^{1/} U. S. Department of Labor, Women's Bureau, Washington, D. C.

^{2/} A note to Michigan high school students from a committee of the Michigan Section of the Mathematics Association of America, June 1948.

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It is our intention, then, to list all SP and CAP positions and from the specifications and the announcements, show the mathematics required by stating the courses, skills, or operations involved. Where a substitution of mathematics can be made for experience, this will also be noted.

Since the successively higher grade levels presuppose the knowledges, skills, and/or operations involved in the lower grade levels, the positions will be listed according to series and grade numbers with the mathematical courses, skills, and/or operations involved, listed directly preceding the grade level at which they are first mentioned. A significant increase in or addition to the mathematical knowledges, skills, and/or operations will be noted before the grade level at which the increment occurs.

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matics for experience will be noted at the end of the series along with the grade level at which the substitution may be made.

From the data thus obtained, the authors compiled tables showing the number of grades and positions in each series which involve certain groups of knowledges, skills, or operations. In constructing these tables, it was thought desirable to follow as closely as possible the specific wording of the specifications for the required skills and operations. However, to follow them exactly would produce such long and complicated tables that they would become meaningless. Therefore, for the purposes of tabulation, the writers have combined some of the more obviously related groups. The specific mathematical knowledges and operations have been kept in separate groups, for example, simple mathematical calculations, moderately difficult mathematical calculations, knowledge of algebra, etc.

The following are the groups as used for tabulation:

1. Simple mathematical computations, including simple arithmetical computations, accuracy in counting, ability for figures, and quantities.
2. Moderately difficult mathematical computations.
3. Difficult mathematical computations.
4. Scientific mathematical computations, including knowledge of electrophysics, physics, scientific calculations, indices of refraction, wave length of light, etc.

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4. Scientific mathematical computations, including knowledge of electrophysics, physics, scientific calculations, indices of refraction, wave length of light, etc.

5. Knowledge of algebra.
6. Knowledge of trigonometry.
7. Accuracy in applying mathematical tables and formulas.
8. Read and understand technical drawings, blueprints, maps, etc.
9. Skill in using gauges and simple scientific instruments (surveying, calipers, etc.)
10. Knowledge of and ability to use drafting instruments and principles.
11. Weights and measures, volume and space, admeasurement.
12. Read and understand, use and produce charts, graphs, and diagrams.
13. Decimals, percentage, proportion, discounts, rate of profit, rate of risk, rate of cost, interest, duties, and taxes.
14. Budgets.
15. Invoices, vouchers, purchase, sales contracts, bills of lading, purchase orders.
16. Prices and terms, soliciting and analyzing bids.
17. Estimate cost and supply needs.
18. Leases and contracts.
19. Repossession, repurchase, exchanges, refunds, and credits.
20. Loans, mortgages, liens, annuities, and insurance.
21. Varied clerical work, including computation and keeping of time, production, pay, and leave records;

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21. Varied clerical work, including computation and keeping of time, production, pay, and leave records.

ability to copy accurately numerical data, familiarity with office forms and records.

22. Maintain, check, and adjust errors in cash accounting and auditing records; deposits and balance statements.
23. Knowledge of surveying principles.
24. Statistics.

From these tables, the total number of series, grades, and positions which involve each specific group of mathematical skills or operations have been computed for each service (SP and CAF) separately, and for the two combined. These totals have in turn then been translated into the percentages of the total series, grades, and positions in the individual and combined services.

The mathematical knowledges, skills, and/or operations are listed directly preceding the grade level at which they are first mentioned. A significant increase in or addition to the mathematical knowledges, skills, or operations are noted before the grade level at which the increment occurs.

These listings of skills and operations are as near the actual wording of the Civil Service specifications as it has been possible and practical to keep.

Any possibility for the substitution of high school mathematics for experience has been noted at the end of the series along with the grade level at which substitution is possible.

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From these tables, the total number of series, grades, and positions which involve each specific group of mathematical skills or operations have been computed for each service (GP and CAP) separately, and for the two combined. These totals have in turn been translated into the percentages of the total series, grades, and positions in the individual and combined services.

CHAPTER III

MATHEMATICAL KNOWLEDGES, SKILLS, AND OPERATIONS

INVOLVED IN SP AND CAF CIVIL SERVICE POSITIONS

SP and CAF listings. The following is a listing of all the SP and CAF series, grades, and positions. These are listed numerically, e.g., CAF-178-4 CAF-178-11 and preceding each listing is a brief description of the series to acquaint the reader with the type of activities, operations, etc., included in the series.

Within the series, the mathematical knowledges, skills, and/or operations are listed directly preceding the grade level at which they are first mentioned. A significant increase in or addition to the mathematical knowledges, skills, or operations are noted before the grade level at which the increment occurs.

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CHAPTER III

MATHEMATICAL KNOWLEDGES, SKILLS, AND OPERATIONS
INVOLVED IN SP AND CAP CIVIL SERVICE POSITIONS

SP and CAP listings. The following is a listing of all the SP and CAP series, grades, and positions. Those are listed numerically, e.g., CAP-178-A CAP-178-11 and preceding each listing is a brief description of the series to acquaint the reader with the type of activities, operations, etc., included in the series.

Within the series, the mathematical knowledges, skills, and/or operations are listed directly preceding the grade level at which they are first mentioned. A significant increase in or addition to the mathematical knowledges, skills, or operations are noted before the grade level at which the increment occurs.

These listings of skills and operations are as near the actual wording of the Civil Service specifications as it has been possible and practical to keep.

Any possibility for the substitution of high school mathematics for experience has been noted at the end of the series along with the grade level at which substitution is possible.

SP-437-0 FOREST AND RANGE FIRE CONTROL SERIES

This series includes all classes of positions the duties of which are to supervise or perform forest or range fire control work which is incident, subordinate, or preparatory to professional forestry or range management.

Included in this series are such activities as: (1) serving as lookout to detect, locate, report, and suppress fires, (2) patrolling an area to report and suppress fires, (3) serving as smoke chaser with responsibility to proceed to small fires and suppress them, (4) serving as members or foremen of organized suppression crews carrying out previously determined measures for preventing fires, (5) serving as dispatcher to receive reports of discovery and status of fires, and sending men, supplies, and equipment to the fire area to suppress them, (6) attempting to reduce the number of fires through education, hazard reduction, and law enforcement, and (7) various combinations of the fire control activities on forest and range lands.

Skills and Operations: Take and read compass bearings; read maps; make arithmetic computations.

SP-437-3 Fire Control Aid (Lookout)
Fire Control Aid (General)

SP-437-4 Fire Control Aid (Lookout)
Fire Control Aid (General)

Skills and Operations: Maintain simple records and do varied clerical work.

SP-437-5 Fire Control Aid (Dispatcher)
Fire Control Aid (Crew Foreman)
Fire Control Aid (General)

SP-437-6 Fire Control Aid (Dispatcher)
Fire Control Aid (Smokejumper)
Fire Control Aid (Crew Foreman)
Fire Control Aid (General)

SP-437-7 Fire Control Aid (Dispatcher)
Fire Control Aid (Smokejumper and Squad Leader)

Skills and Operations: Maintain and control camps up to 1000 men-estimate cost of maintenance and supplies needed.

SP-437-8 Fire Control Aid (Dispatcher)
 Fire Control Aid (Smokejumper and Foreman)
 Fire Control Aid (General)

SP-438-0 FORESTRY SERIES

This series includes all classes of positions the duties of which are to supervise or perform the work which is incident to the management, conservation, development and protection of forest resources and in related research.

Forestry aid positions are usually found at the operational level of agencies or bureaus responsible for the administration conservation, development, of the Nation's forest resources. These activities proceed along three major lines: (1) Administration of federally controlled forest lands, (2) cooperation with the state and private land owners on proper forest management, fire prevention, and restoration; and (3) research leading to improved management and conservation methods and practices on forest and range lands.

Skills and Operations: Read climatological instruments and automatic recording devices; compute totals; averages; products etc.; make accurate linear measurements; read maps and follow diagrams.

SP-438-3 Forestry Aid (General)
 Forestry Aid (Research)

Skills and Operations: Ability to do elementary surveying; run compass lines; record basic survey data; apply volume tables; maintain cost, time and leave records.

SP-438-5 Forestry Aid (Timber Management)
 Forestry Aid (Scaling)
 Forestry Aid (Recreation)
 Forestry Aid (Research)
 Forestry Aid (Naval Stores)
 Forestry Aid (General)

Skills and Operations: Maintain and control camps up to

1000 men-estimate cost of maintenance and supplies needed.

- SP-437-8 Fire Control Aid (Dispatcher)
- Fire Control Aid (Smokejumper and Foreman)
- Fire Control Aid (General)

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- Forestry Aid (Research)

Skills and Operations: Ability to do elementary survey-

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- SP-438-5 Forestry Aid (Timber Management)
- Forestry Aid (Scaling)
- Forestry Aid (Restoration)
- Forestry Aid (Research)
- Forestry Aid (Natal Stores)
- Forestry Aid (General)

SP-438-6 Forestry Aid (Timber Management)
 Forestry Aid (Scaling)
 Forestry Aid (Recreation)
 Forestry Aid (Research)
 Forestry Aid (Naval Stores)
 Forestry Aid (General)

SP-438-7 Forestry Aid (Timber Management)
 Forestry Aid (Recreation)
 Forestry Aid (Naval Stores)
 Forestry Aid (General)

SP-438-8 Forestry Aid (Timber Management)

SP-440-0 FISH CULTURE SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform technical work in the propagation, culture, distribution, or stocking of food for game fish and lobster, involving the application of prescribed fishery management techniques, together with the functions of maintenance and operation of fish culture stations.

Skills and Operations: Record fish culture data.

SP-440-2 Fish Culturist

Skills and Operations: Maintain records; accuracy in counting; and simple computation.

SP-440-3 Fish Culturist

Skills and Operations: Maintain records and reports of fish culture station.

SP-440-5 Fish Culturist (General)

SP-440-6 Fish Culturist (Bacteriology)

SP-440-7 Fish Culturist (Pharmacology)

SP-440-8 Fish Culturist (Weighing and mixing materials)

SP-441-0 FISHERY AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is incident, subordinant, or preparatory to work of a professional and scientific character in determining the biological facts and principles necessary for the conservation and management of fisheries.

Skills and Operations: Ability to record data accurately.

- SP-441-3 Fishery Aid (Laboratory)
Fishery Aid (Field)
- SP-441-4 Fishery Aid (Field)
Fishery Aid (Laboratory)
- SP-441-5 Fishery Aid (Field)
Fishery Aid (Laboratory)
Fishery Aid (General)
- SP-441-6 Fishery Aid (Field)
Supervisory Fishery Aid (Field)
- SP-441-7 Fishery Aid (Field)
Fishery Aid (General)

SP-450-0 BIOLOGY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to one or more of the following branches of biology: (1) bacteriology; (2) pharmacology; (3) botany; (4) pathology; (5) entomology.

Skills and Operations: Prepare solutions for inoculations; proportion.

- SP-450-1 Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Pharmacology)

Skills and Operations: Weighing and mixing materials; simple arithmetic computations.

FISHERY AID SERIES

SP-441-0

This series includes all classes of positions the duties of which are to supervise or perform work which is incident, subordinate, or preparatory to work of a professional and scientific character in determining the biological facts and principles necessary for the conservation and management of fisheries.

Skills and Operations: Ability to record data accurately.

SP-441-3 Fishery Aid (Laboratory)
Fishery Aid (Field)

SP-441-4 Fishery Aid (Field)
Fishery Aid (Laboratory)

SP-441-5 Fishery Aid (Field)
Fishery Aid (Laboratory)
Fishery Aid (General)

SP-441-6 Fishery Aid (Field)
Supervisory Fishery Aid (Field)

SP-441-7 Fishery Aid (Field)
Fishery Aid (General)

BIOLOGY SERIES

SP-450-0

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to one or more of the following branches of biology: (1) bacteriology; (2) pharmacology; (3) botany; (4) pathology; (5) entomology.

Skills and Operations: Prepare solutions for inoc-

ulations; proportion.

SP-450-1 Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Pharmacology)

Skills and Operations: Weighing and mixing materials;

simple arithmetic computations.

SP-450-2 Biological Aid (General)
 Biological Aid (Bacteriology)
 Biological Aid (Pathology)
 Biological Aid (Pharmacology)

SP-450-3 Biological Aid (General)
 Biological Aid (Bacteriology)
 Biological Aid (Botany)
 Biological Aid (Pharmacological)

Skills and Operations: Perform moderately difficult mathematical operations.

SP-450-4 Biological Aid (General)
 Biological Aid (Bacteriology)
 Biological Aid (Pharmacology)
 Biological Aid (Botany)
 Biological Aid (Entomology)

SP-450-5 Biological Aid (General)
 Biological Aid (Bacteriology)
 Biological Aid (Botany)
 Biological Aid (Entomology)
 Biological Aid (Pharmacology)

Skills and Operations: Scientific mathematical computations.

SP-450-6 Biological Aid (General)
 Biological Aid (Bacteriology)
 Biological Aid (Entomology)
 Biological Aid (Pharmacology)

SP-452-0 RANGE MANAGEMENT AND CONSERVATION SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to the utilization, protection, development, and management of range land for the continuous production of forage for livestock and big game grazing.

Skills and Operations: Read and record accurately measurements from scientific instruments; simple arithmetic calculations.

SP-450-2

Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Pathology)
Biological Aid (Pharmacology)

SP-450-3

Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Botany)
Biological Aid (Pharmacological)

Skills and Operations: Perform moderately difficult

mathematical operations.

SP-450-4

Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Pharmacology)
Biological Aid (Botany)
Biological Aid (Entomology)

SP-450-5

Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Botany)
Biological Aid (Entomology)
Biological Aid (Pharmacology)

Skills and Operations: Scientific mathematical compo-

sitions.

SP-450-6

Biological Aid (General)
Biological Aid (Bacteriology)
Biological Aid (Entomology)
Biological Aid (Pharmacology)

SP-452-0 RANGE MANAGEMENT AND CONSERVATION SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to the utilization, protection, development, and management of range land for the continuous production of forage for live-stock and big game grazing.

Skills and Operations: Read and record accurately measurements from scientific instruments; simple arithmetic calculations.

SP-452-3 Range Aid

SP-452-4 Range Aid

Skills and Operations: Perform routine office work and maintain records; be able to make elementary survey measurements and rough maps; mathematical calculations involved in determining grazing capacity of range lands; ability to take field measurements with high degree of accuracy.

SP-452-5 Range Aid (Inventory)
Range Aid (Research)
Range Aid

Skills and Operations: Run compass lines.

SP-452-6 Range Aid
Range Aid (Inventory)
Range Aid (Research)

SP-452-7 Range Aid

SP-452-8 Range Aid

SP-481-0 HERBARIUM AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to work of a scientific character in taxonomic botany or mycology including the preparation of specimens for preservation in herbaria, the cataloging of herbarium collections and the curating of herbarium collections. Herbarium aids in all classes serve as assistants to professional plant taxonomists or mycologists.

Skills and Operations: Keep records of number and kinds of plants.

SP-481-1 Herbarium Aid (Plant Mountings)

SP-481-2 Herbarium Aid (Plant Mountings)

SP-452-3 Range Aid
SP-452-4 Range Aid

Skills and Operations: Perform routine office work and maintain records; be able to make elementary survey measurements and rough maps; mathematical calculations involved in determining grazing capacity of range lands; ability to take field measurements with high degree of accuracy.

SP-452-5 Range Aid (Inventory)
Range Aid (Research)
Range Aid

Skills and Operations: Run compass lines.

SP-452-6 Range Aid
Range Aid (Inventory)
Range Aid (Research)

SP-452-7 Range Aid
SP-452-8 Range Aid

SP-451-0 HERBARIUM AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is pertinent to work of a scientific character in taxonomic botany or mycology including the preparation of specimens for preservation in herbaria, the cataloging of herbarium collections and the curating of herbarium collections. Herbarium aids in all classes serve as assistants to professional plant taxonomists or mycologists.

Skills and Operations: Keep records of number and kinds

of plants.

SP-451-1 Herbarium Aid (Plant Mountings)
SP-451-2 Herbarium Aid (Plant Mountings)

SP-481-3	Herbarium Aid (Plant Mounting) Herbarium Aid (Records) Herbarium Aid (General)
SP-481-4	Herbarium Aid (Plant Mounting) Herbarium Aid (Records) Herbarium Aid (General)
SP-481-5	Herbarium Aid (Records-Botany) Herbarium Aid (Records-Mycology) Herbarium Aid (General-Botany) Herbarium Aid (General-Mycology) Supervisory Herbarium Aid (Plant Mounting)
SP-481-6	Herbarium Aid (Records-Botany) Herbarium Aid (Records-Mycology) Herbarium Aid (General-Botany)

SP-482-0 PLANT DISEASE AND CONTROL SERIES

This series includes all classes of positions the duties of which are to supervise, advise on, administer, or perform work pertinent to the survey of public and private properties for the presence of diseased plants; and the application of control measures for the eradication of plant diseases and to eradicate or control the spread of insect pests of plants.

Skills and Operations: Read and use maps.

SP-482-3	Control Aid (Plant Disease) Control Aid (Insect Pests)
SP-482-4	Control Aid (Plant Disease) Supervisory Control Aid (Insect Pests)
SP-482-5	Control Aid (Regulatory) Supervisory Control Aid (Plant Diseases) Supervisory Control Aid (Insect Pests)
SP-482-6	Control Aid (Regulatory) Supervisory Aid (Plant Disease) Supervisory Control Aid (Insect Pests)
SP-482-7	Supervisory Control Aid (Plant Disease) Supervisory Control Aid (Insect Pests)
SP-482-8	Supervisory Control Aid (Plant Disease) Supervisory Control Aid (Insect Pests) Supervisory Control Aid (Regulatory)

SP-484-0 PREDATOR AND RODENT CONTROL SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, coordinate, or perform technical work in applying or developing the application of control techniques to predatory animals or rodents that are injurious to desirable wildlife, livestock, or useful vegetation.

Skills and Operations: Maintain records of data and reports.

SP-484-6 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SP-484-7 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SP-484-8 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SP-488-0 SOIL CONSERVATION SERIES

This series includes all classes of positions the duties of which are to supervise or perform farm and ranch establishment and maintenance work, or other land management work which is pertinent to the conservation work of professional and scientific character. This includes working with professional soil conservationists in preventing and controlling soil erosion and in conserving soil resources in soil conservation districts and in other organized land operating units.

Skills and Operations: Ability to use simple measuring devices and survey instruments.

SP-488-3 Soil Conservation Aid

Skills and Operations: Knowledge of surveying instruments and principles; ability to calculate slopes by use of hand level rod and tape.

PREDATOR AND RODENT CONTROL SERIES

SP-484-0

This series includes all classes of positions the duties of which are to advise on, administer, supervise, coordinate, or perform technical work in applying or developing the application of control techniques to predatory animals or rodents that are injurious to desirable wildlife, livestock, or useful vegetation.

Skills and Operations: Maintain records of data and

reports.

SP-484-8 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SP-484-7 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SP-484-8 Mammal Control Supervisor (Predator)
Mammal Control Supervisor (Rodent)
Mammal Control Supervisor

SOIL CONSERVATION SERIES

SP-488-0

This series includes all classes of positions the duties of which are to supervise or perform farm and ranch establishment and maintenance work, or other land management work which is pertinent to the conservation work of professional and scientific character. This includes working with professional soil conservationists in preventing and controlling soil erosion and in conserving soil resources in soil conservation districts and in other organized land operating units.

Skills and Operations: Ability to use simple measuring

devices and survey instruments.

SP-488-3 Soil Conservation Aid

Skills and Operations: Knowledge of surveying instruments

and principles; ability to calculate slopes by use of hand

level rod and tape.

SP-488-5 Soil Conservation Aid

SP-488-6 Soil Conservation Aid

SP-488-7 Soil Conservation Aid

SP-505-0 DENTAL ASSISTANT SERIES

This series includes all classes of positions the duties of which are to assist a dentist at the chair, to prepare materials and equipment for use by the dentist, to receive patients, and to keep records of dental examinations and treatment.

Skills and Operations: Mix filling materials; proportion.

SP-505-2 Dental Assistant (Operative)

SP-505-3 Dental Assistant (Operative)

SP-505-4 Dental Assistant (Operative)
Dental Assistant (Surgery)

SP-510-0 DENTAL HYGIENE SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to rendering prophylactic dental treatment to public school children or to patients in a clinic, or giving instruction on oral hygiene.

SP-510-4 Dental Hygienist

SP-510-5 Dental Hygienist

SP-510-6 Dental Hygienist

SP-488-8 Solid Conservation Aid
 SP-488-7 Solid Conservation Aid
 SP-488-6 Solid Conservation Aid

DENTAL ASSISTANT SERIES SP-505-0

This series includes all classes of positions the duties of which are to assist a dentist at the chair, to prepare materials and equipment for use by the dentist, to receive patients, and to keep records of dental examinations and treatment.

Skills and Operations: Mix filling materials; proportion.

SP-505-3 Dental Assistant (Operative)
 SP-505-2 Dental Assistant (Operative)
 SP-505-4 Dental Assistant (Operative)
 SP-505-5 Dental Assistant (Surgery)

DENTAL HYGIENE SERIES SP-510-0

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to rendering prophylactic dental treatment to public school children or to patients in a clinic, or giving instruction on oral hygiene.

SP-510-4 Dental Hygienist
 SP-510-5 Dental Hygienist
 SP-510-6 Dental Hygienist

SP-520-0 DENTAL TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work in the construction or repair of dental prosthetic appliances such as dentures, inlays, etc., on the specifications of a dentist. This work includes all the laboratory procedures involved in the making of full dentures, fixed and removable bridges, crowns, jackets, and inlays, and special appliances such as splints.

SP-520-5 Dental Technician

SP-520-6 Dental Technician
Dental Technician (Supervisory)

SP-520-7 Dental Technician
Dental Technician (Supervisory)

SP-619-0 ELECTROCARDIOGRAPH TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work in the operation of an electrocardiograph machine which records electric currents occurring during the cardiac cycle. Included in this series are positions devoted primarily to (1) receiving, posturing, and preparing patients for making electrocardiograms, (2) standardizing and operating an electrocardiograph while making tests, (3) instructing trainees and professional personnel in the operation of the electrocardiograph, (4) making minor repairs and recognizing the necessity for major repairs on the electrocardiograph, and (5) performing the necessary clerical functions for keeping an accurate record of patients.

Skills and Operations: Knowledge of elementary electrophysics.

SP-619-3 Electrocardiograph Technician

SP-619-4 Electrocardiograph Technician

Skills and Operations: Perform all types of clerical

DENTAL TECHNICIAN SERIES

SP-520-0

This series includes all classes of positions the duties of which are to supervise or perform work in the construction or repair of dental prosthetic appliances such as dentures, inlays, etc., on the specifications of a dentist. This work includes all the laboratory procedures involved in the making of full dentures, fixed and removable bridges, crowns, jackets, and inlays, and special appliances such as splints.

Dental Technician

SP-520-5

Dental Technician

SP-520-6

Dental Technician (Supervisory)

Dental Technician

SP-520-7

Dental Technician (Supervisory)

ELECTROCARDIOGRAPH TECHNICIAN SERIES

SP-510-0

This series includes all classes of positions the duties of which are to supervise or perform work in the operation of an electrocardiograph machine which records electric currents occurring during the cardiac cycle. Included in this series are positions devoted entirely to (1) receiving, posturing, and preparing patients for making electrocardiograms, (2) standardizing and operating an electrocardiograph while making tests, (3) instructing trainees and professional personnel in the operation of the electrocardiograph, (4) making minor repairs and recognizing the necessity for major repairs on the electrocardiograph, and (5) performing the necessary clerical functions for keeping an accurate record of patients.

Skills and Operations: Knowledge of elementary electro-

physics.

Electrocardiograph Technician

SP-510-3

Electrocardiograph Technician

SP-510-4

Skills and Operations: Perform all types of clerical

functions.

SP-619-5 Electrocardiograph Technician

SP-619-6 Electrocardiograph Technician (Supervisory)

SP-620-0 ELECTROENCEPHALOGRAPH TECHNICIAN

This series includes all classes of positions which are to supervise or perform work involved in the operation of an electroencephalograph (a machine which records and measures brain waves). Included in these duties are those which correspond to the subdivisions mentioned under SP-619-0.

Skills and Operations: Knowledge of elementary electrophysics.

SP-620-3 Electroencephalograph Technician

SP-620-4 Electroencephalograph Technician

SP-620-5 Electroencephalograph Technician

SP-620-6 Electroencephalograph Technician (Supervisory)

SP-622-0 EMBALMER SERIES

This series includes all classes of positions the duties of which are to supervise or perform technical work in embalming and preparing the bodies of deceased persons for shipment, cremation, or burial.

SP-622-5 Embalmer

SP-622-6 Embalmer
Embalmer (Inspector)

SP-622-7 Embalmer
Embalmer (Inspector)
Embalmer (General)

Embalmer (Inspection-Supervisory)

SP-629-0 HISTOPATHOLOGY TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to prepare human or animal tissue, or both, for microscopic examination, including the fixing, dehydrating, clearing, embedding, sectioning, staining, and mounting of such tissues.

Skills and Operations: Preparation of simple solutions; clerical functions.

SP-629-3 Histopathology Technician

SP-629-4 Histopathology Technician

Skills and Operations: Preparation of simple solutions; precise weighing on analytical balances for the preparation of such solutions.

SP-629-5 Histopathology Technician

SP-629-6 Histopathology Technician (Ophthalmology)
Histopathology Technician
Histopathology Technician (Supervisory)

SP-629-7 Histopathology Technician
Histopathology Technician (Ophthalmology)
Histopathology Technician (Ophthalmology-Supervisory)

Skills and Operations: Perform simple arithmetic operations; make simple solutions; and keep simple records.

SP-629-8 Medical Technician (Bacteriology)
Medical Technician (Chemistry)
Medical Technician (General)

Embalmers (Inspection-Supervisory)

HISTOPATHOLOGY TECHNICIAN SERIES SP-639-0

This series includes all classes of positions the duties of which are to prepare human or animal tissue, or both, for microscopic examination, including the fixing, dehydrating, clearing, embedding, sectioning, staining, and mounting of such tissues.

Skills and Operations: Preparation of simple solutions; clerical functions.

SP-639-3 Histopathology Technician

SP-639-4 Histopathology Technician

Skills and Operations: Preparation of simple solutions; precise weighing on analytical balances for the preparation of such solutions.

SP-639-5 Histopathology Technician

SP-639-6 Histopathology Technician (Ophthalmology)

Histopathology Technician

Histopathology Technician (Supervisory)

SP-639-7 Histopathology Technician

Histopathology Technician (Ophthalmology)

Histopathology Technician (Ophthalmology-Supervisory)

SP-630-0

HOSPITAL ATTENDANT SERIES

This series includes all classes of positions the duties of which are to perform or supervise work intimately connected with the nursing, care, and comfort of patients at a hospital, clinic, home for the aged or infirm, or other similar institution.

SP-630-2	Hospital Attendant (General)
	Hospital Attendant (Mental)
SP-630-3	Hospital Attendant (General)
	Hospital Attendant (Mental)
	Hospital Attendant (Surgical)
	Hospital Attendant (Paraplegic)
SP-630-4	Hospital Attendant (General)
	Hospital Attendant (Mental)
	Hospital Attendant (Surgical)
	Hospital Attendant (Paraplegic)
SP-630-5	Hospital Attendant (General)
	Hospital Attendant (Mental)
	Hospital Attendant (Paraplegic)
SP-630-6	Hospital Attendant (General)
	Hospital Attendant (Mental)
SP-630-7	Hospital Attendant (General)
	Hospital Attendant (Mental)

SP-636-0

MEDICAL TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to diagnostic medical testing in such fields as chemistry, hematology, serology, bacteriology, and parasitology, as well as in blood bank and transfusion service operations.

Skills and Operations: Perform simple arithmetic operations; make simple solutions; and keep simple records.

SP-636-3	Medical Technician (Bacteriology)
	Medical Technician (Chemistry)
	Medical Technician (General)

HOSPITAL ATTENDANT SERIES

SP-830-0

This series includes all classes of positions the duties of which are to perform or supervise work intimately connected with the nursing, care, and comfort of patients at a hospital, clinic, home for the aged or infirm, or other similar institution.

SP-830-2	Hospital Attendant (General)	Hospital Attendant (Mental)
SP-830-3	Hospital Attendant (General)	Hospital Attendant (Mental)
	Hospital Attendant (Surgical)	Hospital Attendant (Paralytic)
SP-830-4	Hospital Attendant (General)	Hospital Attendant (Mental)
	Hospital Attendant (Surgical)	Hospital Attendant (Paralytic)
SP-830-5	Hospital Attendant (General)	Hospital Attendant (Mental)
	Hospital Attendant (Surgical)	Hospital Attendant (Paralytic)
SP-830-6	Hospital Attendant (General)	Hospital Attendant (Mental)
SP-830-7	Hospital Attendant (General)	Hospital Attendant (Mental)

MEDICAL TECHNICIAN SERIES

SP-835-0

This series includes all classes of positions the duties of which are to perform or supervise work pertinent to diagnostic medical testing in such fields as chemistry, hematology, cytology, bacteriology, and parasitology, as well as in blood bank and transfusion service operations.

Skills and Operations: Perform simple arithmetic operations; make simple solutions; and keep simple records.

SP-835-3	Medical Technician (Bacteriology)	Medical Technician (Chemistry)	Medical Technician (General)
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Skills and Operations: Perform moderately difficult mathematical operations.

SP-636-4	Medical Technician (Bacteriology)
	Medical Technician (Chemistry)
	Medical Technician (Hematology)
	Medical Technician (Parasitology)
	Medical Technician (Serology)
	Medical Technician (Transfusion Service)
	Medical Technician (General)
SP-636-5	Medical Technician (Bacteriology)
	Medical Technician (Chemistry)
	Medical Technician (Hematology)
	Medical Technician (Parasitology)
	Medical Technician (Transfusion Service)
	Medical Technician (General)
SP-636-6	Medical Technician (Bacteriology)
	Medical Technician (Chemistry)
	Medical Technician (Hematology)
	Medical Technician (Parasitology)
	Medical Technician (Serology)
	Medical Technician (Transfusion Service)
	Medical Technician (General)
	Medical Technician (Bacteriology-Supervisory)
	Medical Technician (Chemistry-Supervisory)
	Medical Technician (Hematology-Supervisory)
	Medical Technician (Parasitology-Supervisory)
	Medical Technician (Serology-Supervisory)
	Medical Technician (Transfusion Service-Supervisory)
SP-636-7	Medical Technician (General-Supervisory)
	Medical Technician (Bacteriology)
	Medical Technician (Chemistry)
	Medical Technician (Hematology)
	Medical Technician (Parasitology)
	Medical Technician (Serology)
	Medical Technician (Transfusion Service)
	Medical Technician (General)
	Medical Technician (Bacteriology-Supervisory)
	Medical Technician (Chemistry-Supervisory)
	Medical Technician (Hematology-Supervisory)
	Medical Technician (Parasitology-Supervisory)
	Medical Technician (Serology-Supervisory)
	Medical Technician (Transfusion Service-Supervisory)
	Medical Technician (General-Supervisory)

SP-636-8 Medical Technician (Bacteriology-Supervisory)
 Medical Technician (Chemistry-Supervisory)
 Medical Technician (Hematology-Supervisory)
 Medical Technician (Serology-Supervisory)
 Medical Technician (General-Supervisory)

SP-646-0 MORGUE ATTENDANT SERIES

This series includes all classes of positions the duties of which are to perform work which is pertinent to the conducting of autopsies and inquests in cases coming under the jurisdiction of the coroner.

SP-646-4 Morgue Attendant

SP-650-0 OCCUPATIONAL THERAPY AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform tasks pertinent to instructing and working with patients in manual and mechanical activities that have been planned for therapeutic effect by occupational therapists.

SP-650-3 Occupational Therapy Aid

SP-650-4 Occupational Therapy Aid

Skills and Operations: Responsible for the requisitioning of supplies and general maintenance of shops under his control.

SP-650-5 Occupational Therapy Aid

SP-655-0 ORTHOPEDIC TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the design, construction, fitting, and repair of orthopedic appliances on prescription of an orthopedic surgeon or other medical officer.

SP-638-8 Medical Technician (Bacteriology-Supervisory)
Medical Technician (Chemistry-Supervisory)
Medical Technician (Hematology-Supervisory)
Medical Technician (Serology-Supervisory)
Medical Technician (General-Supervisory)

SP-645-0 MORGUE ATTENDANT SERIES

This series includes all classes of positions the duties of which are to perform work which is pertinent to the conducting of autopsies and inquiries in cases coming under the jurisdiction of the coroner.

SP-646-4 Morgue Attendant

SP-650-0 OCCUPATIONAL THERAPY AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform tasks pertinent to instructing and working with patients in manual and mechanical activities that have been planned for therapeutic effect by occupational therapists.

SP-650-3 Occupational Therapy Aid

SP-650-4 Occupational Therapy Aid

Skills and Operations: Responsible for the registration of supplies and general maintenance of shops under his control.

SP-650-5 Occupational Therapy Aid

SP-655-0 ORTHOPEDIC TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the design, construction, fitting, and repair of orthopedic appliances on prescription of an orthopedic surgeon or other medical officer.

Skills and Operations: Accurate measurements with instruments; listed by "The Commission on Post War Plans" as an apprenticeship trade requiring mathematics.

SP-655-3	Orthopedic Technician (Leather and Fabrics) Orthopedic Technician (Plaster Moulder)
SP-655-4	Orthopedic Technician (Metals and Plastics) Orthopedic Technician (Shoe Modifier)
SP-655-5	Orthopedic Technician (Leather and Fabrics) Orthopedic Technician (Plaster Moulder)
SP-655-6	Orthopedic Technician (Leather and Fabrics) Orthopedic Technician (Metals and Plastics) Orthopedic Technician (Shoe Modifier)
SP-655-7	Orthopedic Technician (Leather and Fabrics) Orthopedic Technician (Metals and Plastics) Orthopedic Technician (Shoe Modifier) Orthopedic Technician (Shop Supervisor)
SP-655-8	Orthopedic Technician (Metals and Plastics) Orthopedic Technician (Shop Supervisor)

SP-660-0 PHARMACY HELPER SERIES

This series includes all classes of positions the duties of which are to perform work pertinent to professional, scientific, and technical work in the field of pharmacy.

Skills and Operations: Knowledge of simple mathematics.

SP-660-2	Pharmacy Helper
SP-660-3	Pharmacy Helper

SP-695-0 MEDICAL X-RAY TECHNICIAN SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the operation of X-ray equipment for radiographic, observational, or therapeutic purposes.

Skills and Operations: A knowledge of elementary X-ray physics; set and operate X-ray control panel; fill out work reports; mix solutions; proportions.

SP-695-3	Medical X-ray Technician (Radiography) Medical X-ray Technician (Therapy) Medical X-ray Technician (Photofluography)
SP-695-4	Medical X-ray Technician (Radiography) Medical X-ray Technician (Therapy) Medical X-ray Technician (Photofluography) Medical X-ray Technician (General)
SP-695-5	Medical X-ray Technician (Radiography) Medical X-ray Technician (Therapy) Medical X-ray Technician (General) Medical X-ray Technician (Photofluography)
SP-695-6	Medical X-ray Technician (Radiography) Medical X-ray Technician (Therapy) Medical X-ray Technician (General) Medical X-ray Technician (Radiography-Supervisory) Medical X-ray Technician (Therapy-Supervisory) Medical X-ray Technician (Photofluography-Supervisory)
SP-695-7	Medical X-ray Technician (Radiography-Supervisory) Medical X-ray Technician (General-Supervisory)
SP-695-8	Medical X-ray Technician (General-Supervisory)

SP-802-0 SURVEYING AND CARTOGRAPHIC AID SERIES

This series includes all classes of positions the duties of which are to supervise or perform work of a technical character pertinent to the conducting of surveys for mapping, control, or cadastral purposes, and to the construction of maps or plats. Included in this field are geodetic, cadastral, hydrographic, topographic, planimetric, and similar surveys. Included in the construction of maps is work involved in making maps for each of the above named types of survey. Also included is work involved in making special maps and charts such as those for nautical and aeronautical purposes.

SP-802-2 Surveying and Cartographic Aid

Skills and Operations: Knowledge of simplest techniques and procedures used in surveying.

- SP-802-3 Surveying and Cartographic Aid
- SP-802-4 Cartographic Aid (Survey)
 Cartographic Photogrammetric Aid
 Cartographic Compilation Aid
 Cartographic Aid (General)
- SP-802-5 Cartographic Survey Aid
 Cartographic Photogrammetric Aid
 Cartographic Compilation Aid
 Cartographic Aid (General)
- SP-802-6 Cartographic Survey Aid
 Cartographic Photogrammetric Aid
 Cartographic Compilation Aid
 Cartographic Aid (General)
 Supervisory Cartographic Photogrammetric Aid
 Supervisory Cartographic Compilation Aid

Skills and Operations: Good knowledge of the principles of surveying and compilation; ability to do difficult computations; a good knowledge of the different methods of map construction.

- SP-802-7 Cartographic Survey Aid
 Cartographic Photogrammetric Aid
 Cartographic Compilation Aid
 Cartographic Aid (General)
 Supervisory Cartographic Photogrammetric Aid
 Supervisory Cartographic Compilation Aid
- SP-802-8 Cartographic Survey Aid
 Cartographic Compilation Aid
 Cartographic Aid (General)
 Supervisory Cartographic Compilation Aid

SP-804-0 CARTOGRAPHIC DRAFTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform final draftings in the preparation of cadastral, planimetric, topographical, hydrographic, aeronautical, geological maps and specialized politi-

Skills and Operations: Knowledge of simplest techniques

and procedures used in surveying.

SP-802-2	Surveying and Cartographic Aid
SP-802-4	Cartographic Aid (Survey) Cartographic Photogrammetric Aid Cartographic Compilation Aid Cartographic Aid (General)
SP-802-5	Cartographic Survey Aid Cartographic Photogrammetric Aid Cartographic Compilation Aid Cartographic Aid (General)
SP-802-6	Cartographic Survey Aid Cartographic Photogrammetric Aid Cartographic Compilation Aid Cartographic Aid (General) Supervisory Cartographic Photogrammetric Aid Supervisory Cartographic Compilation Aid

Skills and Operations: Good knowledge of the principles

of surveying and compilation; ability to do difficult compo-

sitions; a good knowledge of the different methods of map

construction.

SP-802-7	Cartographic Survey Aid Cartographic Photogrammetric Aid Cartographic Compilation Aid Cartographic Aid (General) Supervisory Cartographic Photogrammetric Aid Supervisory Cartographic Compilation Aid
SP-802-8	Cartographic Survey Aid Cartographic Photogrammetric Aid Cartographic Aid (General) Supervisory Cartographic Compilation Aid

CARTOGRAPHIC DRAFTING SERIES

SP-804-0

This series includes all classes of positions the duties of which are to supervise or perform final drafting in the preparation of cadastral, planimetric, topographical, hydrographic, aeronautical, geological maps and specialized political-

cal and economic and other types of maps and charts, except those used for pictorial presentation.

Skills and Operations: Ability to use elementary drafting methods and drafting instruments.

SP-804-2	Cartographic Draftsman
SP-804-3	Cartographic Draftsman
SP-804-4	Cartographic Draftsman
SP-804-5	Cartographic Draftsman Supervisory Cartographic Draftsman
SP-804-6	Cartographic Draftsman Cartographic Drafting Reviewer Cartographic Draftsman (Supervisory)
SP-804-7	Cartographic Draftsman Cartographic Draftsman (Supervisory) Cartographic Drafting Reviewer
SP-804-8	Cartographic Draftsman Cartographic Draftsman (Supervisory)

To obtain the SP-2 position three months of experience are required and a full year at the SP-3 level. However, the applicant may substitute a $\frac{1}{2}$ year high school course in mathematics or drafting for the three months experience or a full four year course including algebra, trigonometry, geometry, etc., for the one year.

SP-830-0 ENGINEERING DRAFTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform drafting work or mechanical drawing which is directly related to engineering or architectural activities.

SP-830-2 Engineering Draftsman

cal and economic and other types of maps and charts, except those used for pictorial presentation.

Skills and Operations: Ability to use elementary draft-

ing methods and drafting instruments.

SP-804-2	Cartographic Draftsman
SP-804-3	Cartographic Draftsman
SP-804-4	Cartographic Draftsman
SP-804-5	Cartographic Draftsman Supervisory Cartographic Draftsman
SP-804-6	Cartographic Draftsman Cartographic Drafting Reviewer Cartographic Draftsman (Supervisory)
SP-804-7	Cartographic Draftsman Cartographic Draftsman (Supervisory) Cartographic Drafting Reviewer
SP-804-8	Cartographic Draftsman Cartographic Draftsman (Supervisory)

To obtain the SP-8 position three months of experience are required and a full year at the SP-3 level. However, the applicant may substitute a 1 year high school course in mathematics or drafting for the three months experience or a full four year course including algebra, trigonometry, geometry, etc., for the one year.

SP-830-0 ENGINEERING DRAFTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform drafting work or mechanical drawing which is directly related to engineering or architectural activities.

SP-830-2 Engineering Draftsman

Skills and Operations: Perform simple arithmetical computations.

SP-830-3 Engineering Draftsman

Skills and Operations: Computing to scale for drawings, including fractional measurements.

SP-830-4 Engineering Draftsman (Aeronautical)
 Engineering Draftsman (Architectural)
 Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)

Skills and Operations: Make bills of materials based on dimensions.

SP-830-5 Engineering Draftsman (Aeronautical)
 Engineering Draftsman (Architectural)
 Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)
 Engineering Draftsman (Aeronautical-Supervisory)
 Engineering Draftsman (Architectural-Supervisory)
 Engineering Draftsman (Civil-Supervisory)
 Engineering Draftsman (Electrical-Supervisory)
 Engineering Draftsman (Ship Construction-Supervisory)
 Engineering Draftsman (Structural-Supervisory)
 Engineering Draftsman (Patent-Supervisory)
 Engineering Draftsman (General-Supervisory)

Skills and Operations: Perform difficult mathematical operations; compute circumferences, volumes, centers of solids, etc.

Skills and Operations: Perform simple arithmetical computations.

ations.

SP-830-3 Engineering Draftsman

Skills and Operations: Computing to scale for drawings,

including fractional measurements.

SP-830-4 Engineering Draftsman (Aeronautical)
Engineering Draftsman (Architectural)
Engineering Draftsman (Civil)
Engineering Draftsman (Electrical)
Engineering Draftsman (Mechanical)
Engineering Draftsman (Ship Construction)
Engineering Draftsman (Structural)
Engineering Draftsman (Patent)
Engineering Draftsman (General)

Skills and Operations: Make bills of materials based on

dimensions.

SP-830-5 Engineering Draftsman (Aeronautical)
Engineering Draftsman (Architectural)
Engineering Draftsman (Civil)
Engineering Draftsman (Electrical)
Engineering Draftsman (Mechanical)
Engineering Draftsman (Ship Construction)
Engineering Draftsman (Structural)
Engineering Draftsman (Patent)
Engineering Draftsman (General)
Engineering Draftsman (Aeronautical-Supervisory)
Engineering Draftsman (Architectural-Supervisory)
Engineering Draftsman (Civil-Supervisory)
Engineering Draftsman (Electrical-Supervisory)
Engineering Draftsman (Ship Construction-Supervisory)
Engineering Draftsman (Structural-Supervisory)
Engineering Draftsman (Patent-Supervisory)
Engineering Draftsman (General-Supervisory)

Skills and Operations: Perform difficult mathematical

operations; compute circumferences, volumes, centers of

solids, etc.

SP-830-6

Engineering Draftsman (Aeronautical)
 Engineering Draftsman (Architectural)
 Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)
 Engineering Draftsman Reviewer (Aeronautical)
 Engineering Draftsman Reviewer (Architectural)
 Engineering Draftsman Reviewer (Civil)
 Engineering Draftsman Reviewer (Electrical)
 Engineering Draftsman Reviewer (Mechanical)
 Engineering Draftsman Reviewer (Ship Construction)
 Engineering Draftsman Reviewer (Structural)
 Engineering Draftsman Reviewer (Patent)
 Engineering Draftsman Reviewer (General)
 Supervisory Engineering Draftsman (Aeronautical)
 Supervisory Engineering Draftsman (Architectural)
 Supervisory Engineering Draftsman (Civil)
 Supervisory Engineering Draftsman (Electrical)
 Supervisory Engineering Draftsman (Mechanical)
 Supervisory Engineering Draftsman (Ship Construction)
 Supervisory Engineering Draftsman (Structural)
 Supervisory Engineering Draftsman (Patent)
 Supervisory Engineering Draftsman (General)

SP-830-7

Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)
 Engineering Draftsman Reviewer (Aeronautical)
 Engineering Draftsman Reviewer (Architectural)
 Engineering Draftsman Reviewer (Civil)
 Engineering Draftsman Reviewer (Electrical)
 Engineering Draftsman Reviewer (Mechanical)
 Engineering Draftsman Reviewer (Ship Construction)
 Engineering Draftsman Reviewer (Structural)
 Engineering Draftsman Reviewer (Patent)
 Engineering Draftsman Reviewer (General)
 Supervisory Engineering Draftsman (Aeronautical)
 Supervisory Engineering Draftsman (Architectural)
 Supervisory Engineering Draftsman (Civil)
 Supervisory Engineering Draftsman (Electrical)
 Supervisory Engineering Draftsman (Mechanical)
 Supervisory Engineering Draftsman (Ship Construction)

SP-830-6

Engineering Draftsman (Aeronautical)
 Engineering Draftsman (Architectural)
 Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)
 Engineering Draftsman Reviewer (Aeronautical)
 Engineering Draftsman Reviewer (Architectural)
 Engineering Draftsman Reviewer (Civil)
 Engineering Draftsman Reviewer (Electrical)
 Engineering Draftsman Reviewer (Mechanical)
 Engineering Draftsman Reviewer (Ship Construction)
 Engineering Draftsman Reviewer (Structural)
 Engineering Draftsman Reviewer (Patent)
 Engineering Draftsman Reviewer (General)
 Supervisory Engineering Draftsman (Aeronautical)
 Supervisory Engineering Draftsman (Architectural)
 Supervisory Engineering Draftsman (Civil)
 Supervisory Engineering Draftsman (Electrical)
 Supervisory Engineering Draftsman (Mechanical)
 Supervisory Engineering Draftsman (Ship Construction)
 Supervisory Engineering Draftsman (Structural)
 Supervisory Engineering Draftsman (Patent)
 Supervisory Engineering Draftsman (General)

SP-830-7

Engineering Draftsman (Civil)
 Engineering Draftsman (Electrical)
 Engineering Draftsman (Mechanical)
 Engineering Draftsman (Ship Construction)
 Engineering Draftsman (Structural)
 Engineering Draftsman (Patent)
 Engineering Draftsman (General)
 Engineering Draftsman Reviewer (Aeronautical)
 Engineering Draftsman Reviewer (Architectural)
 Engineering Draftsman Reviewer (Civil)
 Engineering Draftsman Reviewer (Electrical)
 Engineering Draftsman Reviewer (Mechanical)
 Engineering Draftsman Reviewer (Ship Construction)
 Engineering Draftsman Reviewer (Structural)
 Engineering Draftsman Reviewer (Patent)
 Engineering Draftsman Reviewer (General)
 Supervisory Engineering Draftsman (Aeronautical)
 Supervisory Engineering Draftsman (Architectural)
 Supervisory Engineering Draftsman (Civil)
 Supervisory Engineering Draftsman (Electrical)
 Supervisory Engineering Draftsman (Mechanical)
 Supervisory Engineering Draftsman (Ship Construction)
 Supervisory Engineering Draftsman (Structural)

Supervisory Engineering Draftsman (Structural)
Supervisory Engineering Draftsman (Patent)
Supervisory Engineering Draftsman (General)

SP-830-8

Engineering Draftsman	(Aeronautical)
Engineering Draftsman	(Architectural)
Engineering Draftsman	(Civil)
Engineering Draftsman	(Electrical)
Engineering Draftsman	(Mechanical)
Engineering Draftsman	(Ship Construction)
Engineering Draftsman	(Structural)
Engineering Draftsman	(Patent)
Engineering Draftsman	(General)
Supervisory Engineering Draftsman	(Aeronautical)
Supervisory Engineering Draftsman	(Architectural)
Supervisory Engineering Draftsman	(Civil)
Supervisory Engineering Draftsman	(Electrical)
Supervisory Engineering Draftsman	(Mechanical)
Supervisory Engineering Draftsman	(Ship Construction)
Supervisory Engineering Draftsman	(Structural)
Supervisory Engineering Draftsman	(Patent)
Supervisory Engineering Draftsman	(General)

To obtain the SP-2 position, three months of experience are required and a full year at the SP-3 level. However, the applicant may substitute a $\frac{1}{2}$ year high school course in mathematics or drafting for the three months experience, or a full four year course including algebra, geometry, trigonometry, etc. for the one year of experience.

SP-1020-0 ILLUSTRATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the drawing, inking, lettering, or coloring of photographs, lantern slides, maps, charts, posters, and other material for publication, exhibition, scientific or technical record, or identification.

SP-1020-2 Illustrator (General)

Supervisory Engineering Draftsman (General)
Supervisory Engineering Draftsman (Patent)
Supervisory Engineering Draftsman (General)

Engineering Draftsman (Aeronautical)
Engineering Draftsman (Architectural)
Engineering Draftsman (Civil)
Engineering Draftsman (Electrical)
Engineering Draftsman (Mechanical)
Engineering Draftsman (Ship Construction)
Engineering Draftsman (Structural)
Engineering Draftsman (Patent)
Engineering Draftsman (General)
Supervisory Engineering Draftsman (Aeronautical)
Supervisory Engineering Draftsman (Architectural)
Supervisory Engineering Draftsman (Civil)
Supervisory Engineering Draftsman (Electrical)
Supervisory Engineering Draftsman (Mechanical)
Supervisory Engineering Draftsman (Ship Construction)
Supervisory Engineering Draftsman (Structural)
Supervisory Engineering Draftsman (Patent)
Supervisory Engineering Draftsman (General)

SP-830-2

To obtain the SP-2 position, three months of experience are required and a full year at the SP-3 level. However, the applicant may substitute a 1 year high school course in mathematics or drafting for the three months experience, or a full four year course including algebra, geometry, trigonometry, etc. for the one year of experience.

ILLUSTRATING SERIES

SP-1020-0

This series includes all classes of positions the duties of which are to supervise or perform work pertaining to the drawing, inking, lettering, or coloring of photographs, lantern slides, maps, charts, posters, and other material for publication, exhibition, scientific or technical record, or identification.

Illustrator (General)

SP-1030-2

Skills and Operations: Working knowledge of drafting techniques.

SP-1020-3 Illustrator (General)

SP-1020-4 Illustrator (General)

SP-1020-5 Illustrator (General)
 Illustrator (Equipment)
 Illustrator (Heraldry)
 Scientific Illustrator (Botany)
 Scientific Illustrator (Entomology)
 Scientific Illustrator (Geology)
 Scientific Illustrator (General)

SP-1020-6 Illustrator (General)
 Illustrator (Equipment)
 Illustrator (Heraldry)
 Scientific Illustrator (Botany)
 Scientific Illustrator (Medical)
 Scientific Illustrator (Entomology)
 Scientific Illustrator (Geology)
 Scientific Illustrator (General)

SP-1020-7 Illustrator (General)
 Illustrator (Equipment)
 Illustrator (Heraldry)
 Scientific Illustrator (Botany)
 Scientific Illustrator (Medical)
 Scientific Illustrator (Entomology)
 Scientific Illustrator (Geology)
 Scientific Illustrator (General)

SP-1020-8 Illustrator (General)
 Illustrator (Equipment)
 Illustrator (Heraldry)
 Scientific Illustrator (Botany)
 Scientific Illustrator (Medical)
 Scientific Illustrator (Entomology)
 Scientific Illustrator (Geology)
 Scientific Illustrator (General)

SP-1120-0 LIBRARY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the competent completion of library services where the work does not require professional training.

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the constant completion of library services where the work does not require professional training.

LIBRARY SERIES

SP-1130-3

Scientific Illustrator (General)
Scientific Illustrator (Zoology)
Scientific Illustrator (Entomology)
Scientific Illustrator (Medical)
Scientific Illustrator (Botany)
Illustrator (General)
Illustrator (Equipment)
Illustrator (Herpetology)

SP-1030-8

Scientific Illustrator (General)
Scientific Illustrator (Zoology)
Scientific Illustrator (Entomology)
Scientific Illustrator (Medical)
Scientific Illustrator (Botany)
Illustrator (General)
Illustrator (Equipment)
Illustrator (Herpetology)

SP-1030-7

Scientific Illustrator (General)
Scientific Illustrator (Zoology)
Scientific Illustrator (Entomology)
Scientific Illustrator (Medical)
Scientific Illustrator (Botany)
Illustrator (General)
Illustrator (Equipment)
Illustrator (Herpetology)

SP-1030-6

Scientific Illustrator (General)
Scientific Illustrator (Zoology)
Scientific Illustrator (Entomology)
Scientific Illustrator (Medical)
Scientific Illustrator (Botany)
Illustrator (General)
Illustrator (Equipment)
Illustrator (Herpetology)

SP-1030-5

Illustrator (General)

SP-1030-3

Techniques.

Skills and Operations: Working knowledge of drafting

SP-1120-2 Library Assistant
 SP-1120-3 Library Assistant
 SP-1120-4 Library Assistant
 SP-1120-5 Library Assistant
 SP-1120-6 Library Assistant
 SP-1120-7 Library Assistant

SP-1350-0 METEOROLOGY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work incident to the taking, recording, and reporting of weather observations, atmospheric pressure, temperature, humidity, precipitation, wind speed and direction, visibility, ceiling and sky conditions, and cloud types.

Skills and Operations: Ability to make scientific observations, calculations, and records with care and accuracy, such as calculating wind speed, reading temperature, wind direction, involving a knowledge of compass directions, etc.

SP-1350-4 Meteorological Aid
 SP-1350-5 Meteorological Aid
 SP-1350-6 Meteorological Aid
 SP-1350-7 Meteorological Aid
 SP-1350-8 Meteorological Aid

At the grade level of SP-4 one year of general experience is required. However, the applicant may substitute a four year high school course for this experience provided it has included three year units of mathematics or physical sciences or any combination of these.

SP-1130-2	Library Assistant
SP-1130-3	Library Assistant
SP-1130-4	Library Assistant
SP-1130-5	Library Assistant
SP-1130-6	Library Assistant
SP-1130-7	Library Assistant

SP-1330-0 METEOROLOGICAL SERIES

This series includes all classes of positions the duties of which are to supervise or perform work incident to the taking, recording, and reporting of weather observations, atmospheric pressure, temperature, humidity, precipitation, wind speed and direction, visibility, ceiling and sky conditions, and cloud types.

Skills and Operations: Ability to make scientific obser-

vations, calculations, and records with care and accuracy, such as calculating wind speed, reading temperature, wind direction, involving a knowledge of compass directions, etc.

SP-1330-4	Meteorological Aid
SP-1330-5	Meteorological Aid
SP-1330-6	Meteorological Aid
SP-1330-7	Meteorological Aid
SP-1330-8	Meteorological Aid

At the grade level of SP-4 one year of general experience

is required. However, the applicant may substitute a four year high school course for this experience provided it has included three year units of mathematics or physical sciences or any combination of these.

SP-1616-0 CERAMIC WORKING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the experimental manufacture and testing of ceramic ware.

SP-1616-2 Ceramic Worker

Skills and Operations: Ability to weigh and screen materials and mix according to specified formulas; maintain simple records as to number and types of material processed.

SP-1616-3 Ceramic Worker

Skills and Operations: Ability to read blueprints and sketches.

SP-1616-4 Ceramic Worker

SP-1616-5 Ceramic Worker

Skills and Operations: Ability to read, interpret, and develop blueprints.

SP-1616-7 Ceramic Worker

SP-1630-0 GLASS BLOWING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the design, development, fabrication, construction, and repair of all types of blown glass for experimental use.

Skills and Operations: Read blueprints; some knowledge of mechanics.

SP-1630-2 Glass Blower

SP-1630-4 Glass Blower

CERAMIC WORKING SERIES

SP-1818-0

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the experimental manufacture and testing of ceramic ware.

SP-1818-2 Ceramic Worker

Skills and Operations: Ability to weigh and screen materials and mix according to specified formulas; maintain sample records as to number and types of material processed.

SP-1818-3 Ceramic Worker

Skills and Operations: Ability to read blueprints and

sketches.

SP-1818-4 Ceramic Worker

SP-1818-5 Ceramic Worker

Skills and Operations: Ability to read, interpret, and

develop blueprints.

SP-1818-7 Ceramic Worker

GLASS BLOWING SERIES

SP-1830-0

This series includes all classes of positions the duties of which are to supervise or perform work involved in the design, development, fabrication, construction, and repair of all types of blown glass for experimental use.

Skills and Operations: Read blueprints; some knowledge

of mechanics.

SP-1830-2 Glass Blower

SP-1830-4 Glass Blower

SP-1630-6 Glass Blower

Skills and Operations: Ability to read, interpret, and develop blueprints and drawings.

SP-1630-7 Glass Blower

SP-1630-8 Glass Blower

SP-1634-0 GLASS WORKING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the experimental manufacture of glass.

SP-1634-3 Glass Worker

SP-1634-4 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulding)

SP-1634-5 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulding)
Glass Worker (Annealing)

Skills and Operations: Ability to mix components of glass in proper proportion, also ability to determine proper proportion for a specific purpose; ability to determine the indices of refraction of different glasses; keep records of types of materials and numbers of pieces involved.

SP-1634-6 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulder)

SP-1634-7 Glass Worker

SP-1830-8 Glass Blower

Skills and Operations: Ability to read, interpret, and

develop blueprints and drawings.

SP-1830-7 Glass Blower

SP-1830-8 Glass Blower

SP-1834-0 GLASS WORKING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the experimental manufacture of glass.

SP-1834-3 Glass Worker

SP-1834-4 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulding)

SP-1834-5 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulding)
Glass Worker (Annealing)

Skills and Operations: Ability to mix components of glass in proper proportion, also ability to determine proper proportion for a specific purpose; ability to determine the indices of refraction of different glasses; keep records of types of materials and numbers of pieces involved.

SP-1834-6 Glass Worker (Batch-Mixing)
Glass Worker (Melting)
Glass Worker (Inspecting)
Glass Worker (Moulding)

SP-1834-7 Glass Worker

SP-1642-0 INSTRUMENT MAKING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the design, development, construction, assembly, adjustment, installation, repair, maintenance, and modification of precision instruments and the making of other such specimens used for the scientific and engineering research, testing, and experimental purposes.

Skills and Operations: Ability to read blueprints; measure and cut simple templates and similar items; use micrometers; calipers etc.; be able to read verniers accurately.

SP-1642-2 Instrument Maker

SP-1642-3 Instrument Maker

SP-1642-4 Instrument Maker

Skills and Operations: Skill in the use of precision gauges and high accuracy measuring devices. An understanding of the principles of stress and strain, impact, compression, tensile strength, etc.

SP-1642-5 Instrument Maker

SP-1642-6 Instrument Maker

SP-1642-7 Instrument Maker

SP-1642-8 Instrument Maker

SP-1652-0 LABORATORY ELECTRONIC MECHANIC SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the development of laboratory or experimental electronic apparatus requiring the application of principles and techniques of electronics and related craft skills to the process of design, construction, test, installation, modification, and operation.

INSTRUMENT MAKING SERIES

SP-1642-0

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the design, development, construction, assembly, adjustment, installation, repair, maintenance, and modification of precision instruments and the making of other such specimens used for the scientific and engineering research, testing, and experimental purposes.

Skills and Operations: Ability to read blueprints; measure and cut single templates and similar items; use micrometers; calipers etc.; be able to read verniers accurately.

- SP-1642-2 Instrument Maker
- SP-1642-3 Instrument Maker
- SP-1642-4 Instrument Maker

Skills and Operations: Skill in the use of precision gages and high accuracy measuring devices. An understanding of the principles of stress and strain, impact, compression, tensile strength, etc.

- SP-1642-5 Instrument Maker
- SP-1642-6 Instrument Maker
- SP-1642-7 Instrument Maker
- SP-1642-8 Instrument Maker

LABORATORY ELECTRONIC MECHANIC SERIES

SP-1652-0

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the development of laboratory or experimental electronic apparatus requiring the application of principles and techniques of electronics and related craft skills to the process of design, construction, test, installation, modification, and operation.

Skills and Operations: Knowledge of arithmetic and elementary electricity.

SP-1652-3 Laboratory Electronic Mechanic

Skills and Operations: Ability to read diagrams and blueprints.

SP-1652-4 Laboratory Electronic Mechanic

Skills and Operations: Knowledge of algebra and physics.

SP-1652-5 Laboratory Electronic Mechanic

Skills and Operations: Knowledge of Trigonometry.

SP-1652-6 Laboratory Electronic Mechanic

SP-1652-7 Laboratory Electronic Mechanic (Computers)
 Laboratory Electronic Mechanic (Control)
 Laboratory Electronic Mechanic (Electro-Acoustics)
 Laboratory Electronic Mechanic (Electron Tubes)
 Laboratory Electronic Mechanic (Instrumentation)
 Laboratory Electronic Mechanic (Microwave Radio)
 Laboratory Electronic Mechanic (Propagation)
 Laboratory Electronic Mechanic (Radio)
 Laboratory Electronic Mechanic (Television)
 Laboratory Electronic Mechanic Wire Communications)
 Laboratory Electronic Mechanic (General)

SP-1684-0 OPTICAL WORKING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the cutting, grinding, polishing, and finishing of optical lenses, prisms, rectangles, parabolic mirrors, and other such elements made of quartz, glass, and synthetics thereof used for scientific and engineering research, testing, and experimental purposes.

SP-1684-2 Optical Worker

SP-1684-2	Optical Worker	
This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the cutting, grinding, polishing, and finishing of optical lenses, prisms, rectangles, parabolic mirrors, and other such elements made of quartz, glass, and synthetics thereof used for scientific and engineering research, testing, and experimental purposes.		
SP-1684-3	Optical Worker	
SP-1684-4	Optical Worker	
SP-1684-5	Optical Worker	
SP-1684-6	Optical Worker	
SP-1684-7	Optical Worker	
SP-1684-8	Optical Worker	
SP-1684-9	Optical Worker	
SP-1684-10	Optical Worker	
SP-1684-11	Optical Worker	
SP-1684-12	Optical Worker	
SP-1684-13	Optical Worker	
SP-1684-14	Optical Worker	
SP-1684-15	Optical Worker	
SP-1684-16	Optical Worker	
SP-1684-17	Optical Worker	
SP-1684-18	Optical Worker	
SP-1684-19	Optical Worker	
SP-1684-20	Optical Worker	
SP-1684-21	Optical Worker	
SP-1684-22	Optical Worker	
SP-1684-23	Optical Worker	
SP-1684-24	Optical Worker	
SP-1684-25	Optical Worker	
SP-1684-26	Optical Worker	
SP-1684-27	Optical Worker	
SP-1684-28	Optical Worker	
SP-1684-29	Optical Worker	
SP-1684-30	Optical Worker	
SP-1684-31	Optical Worker	
SP-1684-32	Optical Worker	
SP-1684-33	Optical Worker	
SP-1684-34	Optical Worker	
SP-1684-35	Optical Worker	
SP-1684-36	Optical Worker	
SP-1684-37	Optical Worker	
SP-1684-38	Optical Worker	
SP-1684-39	Optical Worker	
SP-1684-40	Optical Worker	
SP-1684-41	Optical Worker	
SP-1684-42	Optical Worker	
SP-1684-43	Optical Worker	
SP-1684-44	Optical Worker	
SP-1684-45	Optical Worker	
SP-1684-46	Optical Worker	
SP-1684-47	Optical Worker	
SP-1684-48	Optical Worker	
SP-1684-49	Optical Worker	
SP-1684-50	Optical Worker	
SP-1684-51	Optical Worker	
SP-1684-52	Optical Worker	
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SP-1684-57	Optical Worker	
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SP-1684-59	Optical Worker	
SP-1684-60	Optical Worker	
SP-1684-61	Optical Worker	
SP-1684-62	Optical Worker	
SP-1684-63	Optical Worker	
SP-1684-64	Optical Worker	
SP-1684-65	Optical Worker	
SP-1684-66	Optical Worker	
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SP-1684-68	Optical Worker	
SP-1684-69	Optical Worker	
SP-1684-70	Optical Worker	
SP-1684-71	Optical Worker	
SP-1684-72	Optical Worker	
SP-1684-73	Optical Worker	
SP-1684-74	Optical Worker	
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SP-1684-79	Optical Worker	
SP-1684-80	Optical Worker	
SP-1684-81	Optical Worker	
SP-1684-82	Optical Worker	
SP-1684-83	Optical Worker	
SP-1684-84	Optical Worker	
SP-1684-85	Optical Worker	
SP-1684-86	Optical Worker	
SP-1684-87	Optical Worker	
SP-1684-88	Optical Worker	
SP-1684-89	Optical Worker	
SP-1684-90	Optical Worker	
SP-1684-91	Optical Worker	
SP-1684-92	Optical Worker	
SP-1684-93	Optical Worker	
SP-1684-94	Optical Worker	
SP-1684-95	Optical Worker	
SP-1684-96	Optical Worker	
SP-1684-97	Optical Worker	
SP-1684-98	Optical Worker	
SP-1684-99	Optical Worker	
SP-1684-100	Optical Worker	

Skills and Operations: Read blueprints.

SP-1684-3 Optical Worker

SP-1684-4 Optical Worker

Skills and Operations: Understand the theory of light to the extent the tolerance (one fiftieth of a wave length) is understood and be able to measure this for perfection of lenses.

SP-1684-5 Optical Worker

SP-1684-6 Optical Worker

SP-1684-7 Optical Worker

SP-1684-8 Optical Worker

Skills and Operations: Read blueprints.

SP-1884-8 Optical Worker

SP-1884-4 Optical Worker

Skills and Operations: Understand the theory of light to

the extent the tolerance (one fifth of a wave length) is understood and be able to measure this for perfection of lenses.

SP-1884-5 Optical Worker

SP-1884-6 Optical Worker

SP-1884-7 Optical Worker

SP-1884-8 Optical Worker

CAF-114-0 ORGANIZATION AND METHODS EXAMINING SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the study, analysis, and formulation of programs, organizations, operations, procedures, and methods in the staffing of Government establishments, the preparation of manuals of procedures, and the design and simplification of forms.

The purposes of the work are for evaluating effectiveness of operations in reaching agency objectives, for adjusting administrative practices to legislative, policy, or other changes, for expediting work, for effecting economies of time, of authority and coordinating related functions, for developing standard work units and other measurements of production, and for other purposes.

Skills and Operations: Preparing and maintaining charts and forms; a knowledge of drafting instruments.

CAF-114-5 Organization and Methods Examiner
Methods Examiner(Forms)

Skills and Operations: Make comparative costs and quantity estimations.

CAF-114-7 Organization and Methods Examiner
Methods Examiner(Forms)

Skills and Operations: Recording statistical data and estimating dimensional capacities of equipment used in filing.

CAF-114-9 Methods Examiner (Procedures)
Organization and Methods Examiner
Methods Examiner (Forms)

Skills and Operations: Evaluating, acquiring, disposing of personal property, goods, and equipment; payroll records and forms.

CAF-114-11 Methods Examiner (Procedures)

CAP-114-0 ORGANIZATION AND METHODS EXAMINING SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the study, analysis, and formulation of programs, organizations, operations, procedures, and methods in the staffing of Government establishments, the preparation of manuals of procedures, and the design and simplification of forms.

The purposes of the work are for evaluating effectiveness of operations in reaching agency objectives, for adjusting administrative practices to legislative, policy, or other changes, for expediting work, for effecting economies of time, for authority and coordinating related functions, for developing standard work units and other measurements of production, and for other purposes.

Skills and Operations: Preparing and maintaining charts

and forms; a knowledge of drafting instruments.

CAP-114-5 Organization and Methods Examiner
Methods Examiner (Forms)

Skills and Operations: Make comparative costs and quantities

estimations.

CAP-114-7 Organization and Methods Examiner
Methods Examiner (Forms)

Skills and Operations: Recording statistical data and

estimating dimensional capacities of equipment used in filling.

CAP-114-9 Methods Examiner (Procedures)
Organization and Methods Examiner
Methods Examiner (Forms)

Skills and Operations: Evaluating, acquiring, disposing

of personal property, goods, and equipment; payroll records

and forms.

CAP-114-11 Methods Examiner (Procedures)

Organization and Methods Examiner
Methods Examiner (Forms)

Skills and Operations: Ability to estimate accurately dimensional and volume capacities of equipment and storage space.

CAF-114-12 Organization and Methods Examiner
Methods Examiner (Forms)

CAF-114-13 Organization and Methods Examiner
Methods Examiner (Forms)

CAF-114-14 Organization and Methods Examiner

CAF-114-15 Organization and Methods Examiner

CAF-125-0 FIRE FIGHTING AND FIRE PREVENTION SERIES

This series includes all classes of positions the duties of which are to administer or supervise fire departments located at Government establishments where there is considerable industrial activity, or at Government installations where the probability of fires which are difficult and hazardous to fight is greatly increased by the types of structures and of materials housed therein; or to supervise fire-prevention inspection activities.

Skills and Operations: Ability to calculate volume, rate of flow, pressure.

CAF-125-8 Fire Fighter (General)
Fire Fighter (Inspector)

CAF-125-9 Fire Fighter (General)

CAF-125-10 Fire Fighter (General)

CAF-126-0 FUNERAL DIRECTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work, at a hospital or

Organization and Methods Examiner
Methods Examiner (Form)

Skills and Operations: Ability to estimate accurately

dimensional and volume capacities of equipment and storage

space.

CAP-114-12 Organization and Methods Examiner
Methods Examiner (Form)

CAP-114-13 Organization and Methods Examiner
Methods Examiner (Form)

CAP-114-14 Organization and Methods Examiner

CAP-114-15 Organization and Methods Examiner

CAP-125-0 FIRE FIGHTING AND FIRE PREVENTION SERIES

This series includes all classes of positions the duties of which are to administer or supervise fire departments located at Government establishments where there is considerable industrial activity, or at Government installations where the probability of fires which are difficult and hazardous to fight is greatly increased by the types of structures and of materials housed therein; or to supervise fire-prevention inspection activities.

Skills and Operations: Ability to calculate volume, rate

of flow, pressure.

CAP-125-8 Fire Fighter (General)
Fire Fighter (Inspector)

CAP-125-9 Fire Fighter (General)

CAP-125-10 Fire Fighter (General)

CAP-126-0 THERMAL DIRECTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work, at a hospital or

other station, involved in planning and directing details relating to funeral and burial services of deceased persons, including responsibility for the embalming and preparation of decedents in accordance with policies, procedures, and public health regulations; or to administer or participate in the administration of the mortuary program of a Federal agency.

Skills and Operations: Ability to perform or supervise clerical functions involved in keeping accurate records and compiling work awards.

CAF-126-6 Funeral Director

CAF-126-7 Funeral Director

Skills and Operations: Requisitioning supplies and compiling reports.

CAF-126-9 Funeral Director

CAF-126-11 Mortuary Officer

Skills and Operations: Collecting and analyzing statistical data.

CAF-126-12 Mortuary Officer

CAF-173-0 WATER METER READING SUBSERIES

This subseries includes all classes of positions the duties of which are to supervise or perform work involved in reading water meters.

Skills and Operations: Ability to read water meters; ability to read and record figures accurately and rapidly; alertness in detecting inaccuracies and inconsistencies in meter readings.

other station, involved in planning and directing details relating to funeral and burial services of deceased persons, including responsibility for the embalming and preparation of deceased in accordance with policies, procedures, and public health regulations; or to administer or participate in the administration of the mortuary program of a Federal agency.

Skills and Operations: Ability to perform or supervise

clerical functions involved in keeping accurate records and

compiling work awards.

CAP-126-6 Funeral Director

CAP-126-7 Funeral Director

Skills and Operations: Requisitioning supplies and com-

puting reports.

CAP-126-8 Funeral Director

CAP-126-11 Mortuary Officer

Skills and Operations: Collecting and analyzing statisti-

cal data.

CAP-126-12 Mortuary Officer

CAP-126-9 WATER METER READING SUBSIDIARY

This subsidiary includes all classes of positions the duties of which are to supervise or perform work involved in reading water meters.

Skills and Operations: Ability to read water meters;

ability to read and record figures accurately and rapidly;

alertness in detecting inaccuracies and inconsistencies in

meter readings.

CAF-173-3 Water Meter Reader

Skills and Operations: Calculating volumes and rates of flow.

CAF-173-4 Water Meter Reader

CAF-174-0 ADMEASUREMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in ascertaining by measurement and computation the gross and net tonnage of vessels, requiring application of provisions of the Navigation Laws of the United States, regulations and rulings thereunder, Panama Canal rules, and Suez Canal regulations. Admeasurement is a prerequisite to the registry, enrollment, and licensing of United States vessels.

The end product of the work is a certificate of admeasurement which specifies the build of the vessel, number of decks and masts, length, depth, breadth, gross and net tonnage, exemptible and deductible space, and other descriptive details required in the documentation of the vessel.

Skills and Operations: Requires a familiarity with basic types of ship design and with details of construction characteristic of vessels; ability to apply mathematical formulas in performing involved computations.

CAF-174-5 Admeasurement Reviewer

Skills and Operations: Aptitude for applying measurement techniques and for mechanical drawing; ability to interpret blueprints and drawings.

CAF-174-7 Admeasurer
Admeasurement Reviewer

0AS-173-3 Water Meter Reader Skills and Operations: Calculating volumes and rates of flow.

0AS-173-4 Water Meter Reader

0AS-174-0 ADMESUREMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in ascertaining by measurement and computation the gross and net tonnage of vessels, registering application of provisions of the Navigation Laws of the United States, regulations and rulings thereunder, Panama Canal rules, and such Canal regulations. Admeasurement is a prerequisite to the registry, enrollment, and licensing of United States vessels.

The end product of the work is a certificate of admeasurement which specifies the build of the vessel, number of decks and masts, length, breadth, depth, gross and net tonnage, exemptible and deductible space, and other descriptive details required in the documentation of the vessel.

Skills and Operations: Requires a familiarity with basic types of ship design and with details of construction characteristics of vessels; ability to apply mathematical formulas in performing involved computations.

0AS-174-5 Admeasurement Reviewer

Skills and Operations: Aptitude for applying measurement techniques and for mechanical drawing; ability to interpret blueprints and drawings.

0AS-174-7 Admeasurement Reviewer

Skills and Operations: Familiarity with mathematical principles as they apply to admeasurement; skill in the application of measurement techniques; ability to execute scale drawings of vessels.

CAF-174-8 Admeasurer

Skills and Operations: Thorough knowledge of basic types of ship design and details of construction characteristic to vessels; good knowledge of mathematical principles as they apply to admeasurement (measures and volumes)

CAF-174-9 Admeasurer

CAF-174-10 Admeasurer

CAF-174-12 Admeasurer

CAF-178-0 PARK RANGER SERIES

This series includes all classes of positions the duties of which involve the performance, supervision, or planning within a national park or subdivision thereof of a combination of protection, administration, and information functions, including fire prevention and suppression; dissemination to visitors of information about general and scientific park features, park facilities, and regulations; traffic regulation and enforcement of law; detection of and control operations in related and miscellaneous.

Skills and Operations: Collect entrance fees; compile travel records and other statistics.

CAF-178-4 Park Ranger

Skills and Operations: Measure snow depths and water content using appropriate scientific instruments; general

Skills and Operations: Familiarity with mathematical principles as they apply to measurement; skill in the application of measurement techniques; ability to execute scale drawings of vessels.

CAP-174-8 Admesurer

Skills and Operations: Thorough knowledge of basic types of ship design and details of construction characteristic to vessels; good knowledge of mathematical principles as they apply to measurement (measures and volumes)

CAP-174-9 Admesurer

CAP-174-10 Admesurer

CAP-174-11 Admesurer

CAP-173-9 PARK RANGER SERIES

This series includes all classes of positions the duties of which involve the performance, supervision, or planning within a national park or subdivision thereof of a combination of protection, administration, and information functions, including fire prevention and suppression; dissemination to visitors of information about general and scientific park features, park facilities, and regulations; traffic regulation and enforcement of law; detection of and control operations in related and miscellaneous.

Skills and Operations: Collect entrance fees; compile travel records and other statistics.

CAP-173-4 Park Ranger

Skills and Operations: Measure snow depths and water content using appropriate scientific instruments; General

knowledge of auto mechanics; maintenance of telephone and radio communications; repair of quarters, roads, bridges, and boats.

CAF-178-5 Supervisory Park Ranger

Skills and Operations: Accounting; wages.

CAF-178-6 Supervisory Park Ranger

Skills and Operations: Budgeting; setting of boundaries.

CAF-178-7 Supervisory Park Ranger

CAF-178-9 Supervisory Park Ranger

CAF-178-11 Supervisory Park Ranger

CAF-185-0 PRISON ADMINISTRATION SERIES

This series includes all classes of positions the duties of which are to administer or to participate in the administration of penal and correctional institutions.

Skills and Operations: Simple arithmetic; keeping of records; store-keeping.

CAF-185-4 Prison Clerk
Prison Clerk-Stenographer
Prison Fiscal Clerk

Skills and Operations: Costs; per capita costs; buying and storing.

CAF-185-5 Prison Clerk
Prison Clerk-Stenographer
Prison Fiscal Clerk

Skills and Operations: Receiving, recording, and storing supplies; procurement and sale of property; general ledgers;

Knowledge of auto mechanics; maintenance of telephone and radio communications; repair of quarters, roads, bridges, and boats.

CAP-178-5 Supervisory Park Ranger

Skills and Operations: Accounting; wages.

CAP-178-6 Supervisory Park Ranger

Skills and Operations: Budgeting; setting of boundaries.

CAP-178-7 Supervisory Park Ranger

CAP-178-8 Supervisory Park Ranger

CAP-178-11 Supervisory Park Ranger

CAP-185-0 PRISON ADMINISTRATION SERIES

This series includes all classes of positions the duties of which are to administer or to participate in the administration of penal and correctional institutions.

Skills and Operations: Simple arithmetic; keeping of

records; store-keeping.

CAP-185-4 Prison Clerk
Prison Clerk-Stenographer
Prison Fiscal Clerk

Skills and Operations: Costs; per capita costs; buying

and storing.

CAP-185-5 Prison Clerk
Prison Clerk-Stenographer
Prison Fiscal Clerk

Skills and Operations: Receiving, recording, and storing

supplies; procurement and sale of property; general ledgers;

prepared trial balances, financial statements; profit and loss statements; quarterly food estimates; operation and maintenance of steam generating plants, metering equipment, piping systems and collecting data for daily reports.

CAF-185-6 Prison Clerk
 Prison Fiscal Clerk
 Prison Culinary Supervisor
 Prison Farm Supervisor
 Prison Recreation Supervisor
 Prison Sanitary Supervisor
 Prison Supervising Operating Engineer
 Prison Training Supervisor
 Prison Shop Supervisor (Automotive)
 Prison Shop Supervisor (Carpentry)
 Prison Shop Supervisor (Electrical)
 Prison Shop Supervisor (Machinist)
 Prison Shop Supervisor (Masonry)
 Prison Shop Supervisor (Painting)
 Prison Shop Supervisor (Plastering)
 Prison Shop Supervisor (Plumbing)
 Prison Shop Supervisor (Sheet Metal Working)
 Prison Shop Supervisor (Steamfitting)

Skills and Operations: Testing for butter-fat content in milk.

CAF-185-7 Prison Clerk Supervisor
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Dairy Supervisor
 Prison Farm Supervisor
 Prison Laundry Superintendent
 Prison Supervising Operating Engineer

CAF-185-8 Prison Clerk Supervisor
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Dairy Supervisor
 Prison Farm Supervisor

CAF-185-9 Prison Supervisor (General)
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Farm Supervisor
 Prison Mechanical Supervisor

prepared trial balances, financial statements; profit and loss statements; quarterly food estimates; operation and maintenance of steam generating plants, metering equipment, piping systems and collecting data for daily reports.

CAF-185-6
 Prison Clerk
 Prison Fiscal Clerk
 Prison Culinary Supervisor
 Prison Farm Supervisor
 Prison Reception Supervisor
 Prison Sanitary Supervisor
 Prison Supervising Operating Engineer
 Prison Training Supervisor
 Prison Shop Supervisor (Automotive)
 Prison Shop Supervisor (Carpentry)
 Prison Shop Supervisor (Electrical)
 Prison Shop Supervisor (Machinist)
 Prison Shop Supervisor (Masonry)
 Prison Shop Supervisor (Painting)
 Prison Shop Supervisor (Plastering)
 Prison Shop Supervisor (Plumbing)
 Prison Shop Supervisor (Sheet Metal Working)
 Prison Shop Supervisor (Steamfitting)

Skills and Operations: Testing for butter-fat content in

milk.

CAF-185-7
 Prison Clerk Supervisor
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Dairy Supervisor
 Prison Farm Supervisor
 Prison Laundry Superintendent
 Prison Supervising Operating Engineer

CAF-185-8
 Prison Clerk Supervisor
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Dairy Supervisor
 Prison Farm Supervisor

CAF-185-9
 Prison Supervisor (General)
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Farm Supervisor
 Prison Mechanical Supervisor

Skills and Operations: Allocation of funds; fluctuations in operating costs.

CAF-185-10 Prison Supervisor (General)
 Prison Correctional Supervisor
 Prison Culinary Supervisor
 Prison Farm Supervisor

Skills and Operations: Budget, procurement and supply; cost estimates for maintenance and trade training shops.

CAF-185-11 Prison Supervisor (General)
 Prison Mechanical Supervisor

CAF-185-12 Warden
 Prison Business Manager

CAF-185-13 Warden

CAF-185-14 Warden

CAF-210-0 TEST RATING SERIES

This series includes all classes of positions the preponderant duties of which require the application of clerical knowledge in advising on, administering, supervising, or performing work involved in the conducting and grading of assembled examinations taken by applicants for positions in the public service. Occupants of positions allocable to this series are concerned with the process of measuring an applicant's knowledges, skills, and abilities, usually as reflected by performance on a written examination; and they are concerned also with the conduct of assembled examinations.

Skills and Operations: Accuracy in transcribing and comparing figures.

CAF-210-2 Test Rating Examiner

Skills and Operations: Keeping of production records.

CAF-210-3 Test Rating Examiner

Skills and Operations: Allocation of Funds; Functions

in operating costs.

CAP-185-10 Prison Supervisor (General)
Prison Correctional Supervisor
Prison Culinary Supervisor
Prison Farm Supervisor

Skills and Operations: Budget, procurement and supply

cost estimates for maintenance and trade training shops.

CAP-185-11 Prison Supervisor (General)
Prison Mechanical Supervisor

CAP-185-12 Warden
Prison Business Manager

CAP-185-13 Warden

CAP-185-14 Warden

CAP-210-0 TEST RATING SERIES

This series includes all classes of positions the pre-
ponderant duties of which require the application of clerical
knowledge in advising on, administering, supervising, or
performing work involved in the conducting and grading of
assembled examinations taken by applicants for positions in the
public service. Occupants of positions allocable to this
series are concerned with the process of measuring an indi-
vidual's knowledge, skills, and abilities, usually as reflected
by performance on a written examination; and they are concerned
also with the conduct of assembled examinations.

Skills and Operations: Accuracy in transcribing and

comparing figures.

CAP-210-3 Test Rating Examiner

Skills and Operations: Keeping of production records.

CAP-210-3 Test Rating Examiner

CAF-210-5 Test Rating Examiner

CAF-210-7 Test Rating Examiner

CAF-212-0 QUALIFICATIONS RATING SERIES

This series includes all classes of positions the primary duties of which are to perform clerical, technical, supervisory, or administrative functions involved in the rating of qualifications of applicants for positions in the public service.

Skills and Operations: A knowledge of an occupational field (as indicated by the title of the class), including a detailed knowledge of the tasks of the less complex types of positions in the field; good general knowledge of the terminology, tools, and standard work processes in the field; knowledge of the methods and techniques of qualifications rating.

CAF-212-4	Qualifications Rating Clerk (Accounting)
	Qualifications Rating Clerk (Accounting, Procurement, and Transportation)
	Qualifications Rating Clerk (Administration)
	Qualifications Rating Clerk (Agriculture)
	Qualifications Rating Clerk (Budget and Management Analysis)
	Qualifications Rating Clerk (Clerical Fields)
	Qualifications Rating Clerk (Information)
	Qualifications Rating Clerk (Law Enforcement)
	Qualifications Rating Clerk (Personnel Administration)
	Qualifications Rating Clerk (Sales and Industrial Administration)
	Qualifications Rating Clerk (Skilled and Industrial Occupations and Mechanical Trades)
	Qualifications Rating Clerk (Statistics)
	Qualifications Rating Clerk (Transportation)
CAF-212-5	Qualifications Rating Examiner (Accounting)
	Qualifications Rating Examiner (Accounting, Procurement, and Transportation)

CAP-210-2	Test Rating Examiner
CAP-210-7	Test Rating Examiner
CAP-210-0	QUALIFICATIONS RATING SERIES
This series includes all classes of positions the primary duties of which are to perform clerical, technical, supervisory, or administrative functions involved in the rating of qualifications of applicants for positions in the public service.	
Skills and Operations: A knowledge of an occupational field (as indicated by the title of the class), including a detailed knowledge of the tasks of the less complex types of positions in the field; good general knowledge of the terminology, tools, and standard work processes in the field; knowledge of the methods and techniques of qualifications rating.	
CAP-210-4	Qualifications Rating Clerk (Accounting) Qualifications Rating Clerk (Accounting, Procurement, and Transportation) Qualifications Rating Clerk (Administration) Qualifications Rating Clerk (Agriculture) Qualifications Rating Clerk (Budget and Management Analysis) Qualifications Rating Clerk (Clerical Fields) Qualifications Rating Clerk (Information) Qualifications Rating Clerk (Law Enforcement) Qualifications Rating Clerk (Personnel Administration) Qualifications Rating Clerk (Sales and Industrial Administration) Qualifications Rating Clerk (Skilled and Industrial Occupations and Mechanical Trades) Qualifications Rating Clerk (Statistics) Qualifications Rating Clerk (Transportation)
CAP-210-5	Qualifications Rating Examiner (Accounting) Qualifications Rating Examiner (Accounting, Procurement, and Transportation)

Qualifications	Rating	Examiner (Administration)
Qualifications	Rating	Examiner (Agriculture)
Qualifications	Rating	Examiner (Budget and Management Analysis)
Qualifications	Rating	Examiner (Clerical Fields)
Qualifications	Rating	Examiner (Information)
Qualifications	Rating	Examiner (Law Enforcement)
Qualifications	Rating	Examiner (Personnel Administration)
Qualifications	Rating	Examiner (Sales and In- dustrial Administration)
Qualifications	Rating	Examiner (Skilled and In- dustrial Occupations and Mechanical Trades)
Qualifications	Rating	Examiner (Statistics)
Qualifications	Rating	Examiner (Transportation)
Qualifications	Rating	Clerk (General)
Qualifications	Rating	Supervisor (Accounting)
Qualifications	Rating	Supervisor (Accounting, Procurement, and Transportation)
Qualifications	Rating	Supervisor (Administration)
Qualifications	Rating	Supervisor (Agriculture)
Qualifications	Rating	Supervisor (Budget and Management Analysis)
Qualifications	Rating	Supervisor (Clerical Fields)
Qualifications	Rating	Supervisor (Information)
Qualifications	Rating	Supervisor (Law Enforcement)
Qualifications	Rating	Supervisor (Personnel Administration)
Qualifications	Rating	Supervisor (Sales and In- dustrial Administration)
Qualifications	Rating	Supervisor (Skilled and In- dustrial Occupations and Mechanical Trades)
Qualifications	Rating	Supervisor (Statistics)
Qualifications	Rating	Supervisor (Transportation)
Qualifications	Rating	Supervisor (Accounting)
Qualifications	Rating	Supervisor (Accounting, Procurement, and Transportation)
Qualifications	Rating	Supervisor (Administration)
Qualifications	Rating	Supervisor (Agriculture)
Qualifications	Rating	Supervisor (Budget and Management Analysis)
Qualifications	Rating	Supervisor (Clerical Fields)
Qualifications	Rating	Supervisor (Information)
Qualifications	Rating	Supervisor (Law Enforce- ment)
Qualifications	Rating	Supervisor (Personnel Administration)
Qualifications	Rating	Supervisor (Sales and In- dustrial Administration)

CAF-212-6

CAF-212-11

Qualifications Rating	Examiner (Administration)
Qualifications Rating	Examiner (Agriculture)
Qualifications Rating	Examiner (Budget and Management Analysis)
Qualifications Rating	Examiner (Clerical Fields)
Qualifications Rating	Examiner (Information)
Qualifications Rating	Examiner (Law Enforcement)
Qualifications Rating	Examiner (Personnel)
Qualifications Rating	Examiner (Sales and In-
Qualifications Rating	ustrial Administration)
Qualifications Rating	Examiner (Skilled and In-
Qualifications Rating	ustrial Occupations and Mechanical Trades)
Qualifications Rating	Examiner (Statistics)
Qualifications Rating	Examiner (Transportation)
Qualifications Rating	Clark (General)
Qualifications Rating	Supervisor (Accounting)
Qualifications Rating	Supervisor (Accounting, Procurement, and Transportation)
Qualifications Rating	Supervisor (Administration)
Qualifications Rating	Supervisor (Agriculture)
Qualifications Rating	Supervisor (Budget and Management Analysis)
Qualifications Rating	Supervisor (Clerical Fields)
Qualifications Rating	Supervisor (Information)
Qualifications Rating	Supervisor (Law Enforcement)
Qualifications Rating	Supervisor (Personnel)
Qualifications Rating	Supervisor (Administration)
Qualifications Rating	Supervisor (Sales and In-
Qualifications Rating	ustrial Administration)
Qualifications Rating	Supervisor (Skilled and In-
Qualifications Rating	ustrial Occupations and Mechanical Trades)
Qualifications Rating	Supervisor (Statistics)
Qualifications Rating	Supervisor (Transportation)
Qualifications Rating	Supervisor (Accounting)
Qualifications Rating	Supervisor (Accounting, Procurement, and Transportation)
Qualifications Rating	Supervisor (Administration)
Qualifications Rating	Supervisor (Agriculture)
Qualifications Rating	Supervisor (Budget and Management Analysis)
Qualifications Rating	Supervisor (Clerical Fields)
Qualifications Rating	Supervisor (Information)
Qualifications Rating	Supervisor (Law Enforce-
Qualifications Rating	ment)
Qualifications Rating	Supervisor (Personnel)
Qualifications Rating	Supervisor (Administration)
Qualifications Rating	Supervisor (Sales and In-
Qualifications Rating	ustrial Administration)

CAP-212-8

	Qualifications Rating Supervisor (Skilled and Industrial Occupations and Mechanical Trades)
	Qualifications Rating Supervisor (Statistics)
	Qualifications Rating Supervisor (Transportation)
	Qualifications Rating Clerk (General)
CAF-212-7	Qualifications Rating Examiner (Accounting)
	Qualifications Rating Examiner (Accounting, Procurement, and Transportation)
	Qualifications Rating Examiner (Administration)
	Qualifications Rating Examiner (Agriculture)
	Qualifications Rating Examiner (Budget and Management Analysis)
	Qualifications Rating Examiner (Clerical Fields)
	Qualifications Rating Examiner (Information)
	Qualifications Rating Examiner (Law Enforcement)
	Qualifications Rating Examiner (Personnel Administration)
	Qualifications Rating Examiner (Sales and Industrial Administration)
	Qualifications Rating Examiner (Skilled and Industrial Occupations and Mechanical Trades)
	Qualifications Rating Examiner (Statistics)
	Qualifications Rating Examiner (Transportation)
	Qualifications Rating Examiner (General)
	Qualifications Rating Clerk (General)
CAF-212-9	Qualifications Rating Examiner (Accounting)
	Qualifications Rating Examiner (Accounting, Procurement and Transportation)
	Qualifications Rating Examiner (Administration)
	Qualifications Rating Examiner (Agriculture)
	Qualifications Rating Examiner (Budget and Management Analysis)
	Qualifications Rating Examiner (Clerical Fields)
	Qualifications Rating Examiner (Information)
	Qualifications Rating Examiner (Law Enforcement)
	Qualifications Rating Examiner (Personnel Administration)
	Qualifications Rating Examiner (Sales and Industrial Administration)
	Qualifications Rating Examiner (Skilled and Industrial Occupations and Mechanical Trades)
	Qualifications Rating Examiner (Statistics)
	Qualifications Rating Examiner (Transportation)
	Qualifications Rating Examiner (General)
CAF-212-11	Qualifications Rating Examiner (Accounting)
	Qualifications Rating Examiner (Accounting, Procurement and Transportation)
	Qualifications Rating Examiner (Administration)

Qualifications Rating Supervisor (General)
Qualifications Rating Supervisor (Transportation)
Qualifications Rating Supervisor (Statistics)
Qualifications Rating Supervisor (Mechanical Trades)
Qualifications Rating Supervisor (Skilled and In-

CAP-SIS-V

Qualifications Rating Examiner (Accounting)
Qualifications Rating Examiner (Accounting, Pro-
curement, and Transportation)
Qualifications Rating Examiner (Administration)
Qualifications Rating Examiner (Agriculture)
Qualifications Rating Examiner (Budget and
Management Analysis)
Qualifications Rating Examiner (Clerical Fields)
Qualifications Rating Examiner (Information)
Qualifications Rating Examiner (Law Enforcement)
Qualifications Rating Examiner (Personnel Adminis-
tration)
Qualifications Rating Examiner (Sales and In-
dustrial Administration)
Qualifications Rating Examiner (Skilled and In-
dustrial Occupations and Mechanical Trades)
Qualifications Rating Examiner (Statistics)
Qualifications Rating Examiner (Transportation)
Qualifications Rating Examiner (General)
Qualifications Rating Clerk (General)

CAP-SIS-9

Qualifications Rating Examiner (Accounting)
Qualifications Rating Examiner (Accounting, Pro-
curement and Transportation)
Qualifications Rating Examiner (Administration)
Qualifications Rating Examiner (Agriculture)
Qualifications Rating Examiner (Budget and
Management Analysis)
Qualifications Rating Examiner (Clerical Fields)
Qualifications Rating Examiner (Information)
Qualifications Rating Examiner (Law Enforcement)
Qualifications Rating Examiner (Personnel Adminis-
tration)
Qualifications Rating Examiner (Sales and In-
dustrial Administration)
Qualifications Rating Examiner (Skilled and In-
dustrial Occupations and Mechanical Trades)
Qualifications Rating Examiner (Statistics)
Qualifications Rating Examiner (Transportation)
Qualifications Rating Examiner (General)

CAP-SIS-II

Qualifications Rating Examiner (Accounting)
Qualifications Rating Examiner (Accounting, Pro-
curement and Transportation)
Qualifications Rating Examiner (Administration)

Qualifications Rating Examiner (Agriculture)
 Qualifications Rating Examiner (Budget and
 Management Analysis)
 Qualifications Rating Examiner (Clerical Fields)
 Qualifications Rating Examiner (Information)
 Qualifications Rating Examiner (Law Enforcement)
 Qualifications Rating Examiner (Personnel Adminis-
 tration)
 Qualifications Rating Examiner (Sales and In-
 dustrial Administration)
 Qualifications Rating Examiner (Skilled and In-
 dustrial Occupations and Mechanical Trades)
 Qualifications Rating Examiner (Statistics)
 Qualifications Rating Examiner (Transportation)
 Qualifications Rating Examiner (General)

CAF-212-12

Qualifications Rating Examiner (Accounting)
 Qualifications Rating Examiner (Accounting, Pro-
 curement and Transportation)
 Qualifications Rating Examiner (Administration)
 Qualifications Rating Examiner (Agriculture)
 Qualifications Rating Examiner (Budget and
 Management Analysis)
 Qualifications Rating Examiner (Clerical Fields)
 Qualifications Rating Examiner (Information)
 Qualifications Rating Examiner (Law Enforcement)
 Qualifications Rating Examiner (Personnel
 Administration)
 Qualifications Rating Examiner (Sales and In-
 dustrial Administration)
 Qualifications Rating Examiner (Skilled and In-
 dustrial Occupations and Mechanical Trades)
 Qualifications Rating Examiner (Statistics)
 Qualifications Rating Examiner (Transportation)
 Qualifications Rating Examiner (General)

CAF-220-0

TRAINING ADMINISTRATION SERIES

This series includes all classes of positions the duties of which are to plan for, administer, give expert advise on, do research in, develop materials and aids for, review, evaluate, and otherwise perform in-service training, when such positions are primarily concerned with the administrative functions necessary to the carrying out of a training program.

Skills and Operations: Knowledge of the subject-matter fields in which instruction is give at this level.

Qualifications Rating Examiner (Agriculture)	Qualifications Rating Examiner (Budget and Management Analysis)
Qualifications Rating Examiner (Clerical Fields)	Qualifications Rating Examiner (Information)
Qualifications Rating Examiner (Law Enforcement)	Qualifications Rating Examiner (Personnel Administration)
Qualifications Rating Examiner (Sales and Industrial Administration)	Qualifications Rating Examiner (Skilled and Industrial Occupations and Mechanical Trades)
Qualifications Rating Examiner (Statistics)	Qualifications Rating Examiner (Transportation)
Qualifications Rating Examiner (General)	Qualifications Rating Examiner (Accounting)
Qualifications Rating Examiner (Accounting, Procurement and Transportation)	Qualifications Rating Examiner (Administration)
Qualifications Rating Examiner (Agriculture)	Qualifications Rating Examiner (Budget and Management Analysis)
Qualifications Rating Examiner (Clerical Fields)	Qualifications Rating Examiner (Information)
Qualifications Rating Examiner (Law Enforcement)	Qualifications Rating Examiner (Personnel Administration)
Qualifications Rating Examiner (Sales and Industrial Administration)	Qualifications Rating Examiner (Skilled and Industrial Occupations and Mechanical Trades)
Qualifications Rating Examiner (Statistics)	Qualifications Rating Examiner (Transportation)
Qualifications Rating Examiner (General)	

CAP-212-12

TRAINING ADMINISTRATION SERIES

CAP-220-3

This series includes all classes of positions the duties of which are to plan for, administer, give expert advice on, do research in, develop materials and aids for, review, evaluate, and otherwise perform in-service training, when such positions are primarily concerned with the administrative functions necessary to the carrying out of a training program.

Skills and Operations: Knowledge of the subject-matter

Fields in which instruction is given at this level.

CAF-220-5	Training Assistant (Administrative Fields)
	Training Assistant (Clerical Fields)
	Training Assistant (Custodial and Protective Fields)
	Training Assistant (General Fields)
	Training Assistant (Skilled Trades and Mechanical Fields)
CAF-220-12	Training Assistant (Supervisory Fields)
	Training Assistant (Technical Fields)

CAF-220-7	Training Officer (Administrative Fields)
	Training Officer (Clerical Fields)
	Training Officer (Custodial and Protective Fields)
	Training Officer (General Fields)
	Training Officer (Skilled Trades and Mechanical Fields)
	Training Officer (Supervisory Fields)
	Training Officer (Technical Fields)

CAF-220-9

Training Officer (Administrative Fields)	
Training Officer (Clerical Fields)	
Training Officer (Custodial and Protective Fields)	
Training Officer (General Fields)	
Training Officer (Skilled Trades and Mechanical Fields)	
Training Officer (Supervisory Fields)	
Training Officer (Technical Fields)	
Supervisory Training Officer (Administrative Fields)	
Supervisory Training Officer (Clerical Fields)	
Supervisory Training Officer (Custodial and Protective Fields)	
Supervisory Training Officer (General Fields)	
Supervisory Training Officer (Skilled Trades and Mechanical Fields)	
Supervisory Training Officer (Supervisory Fields)	
Supervisory Training Officer (Technical Fields)	

CAF-220-11 Training Officer (Administrative Fields)
Training Officer (Clerical Fields)
Training Officer (Custodial and Protective Fields)
Training Officer (General Fields)
Training Officer (Skilled Trades and Mechanical
Fields)

Training Officer (Supervisory Fields)
Training Officer (Technical Fields)
Supervisory Training Officer (Administrative
Fields)
Supervisory Training Officer (Clerical Fields)
Supervisory Training Officer (Custodial and Pro-
tective Fields)

Training Assistant (Administrative Fields)
 Training Assistant (Clerical Fields)
 Training Assistant (Custodial and Protective Fields)
 Training Assistant (General Fields)
 Training Assistant (Skilled Trades and Mechanical Fields)
 Training Assistant (Supervisory Fields)
 Training Assistant (Technical Fields)

CAP-230-5

Training Officer (Administrative Fields)
 Training Officer (Clerical Fields)
 Training Officer (Custodial and Protective Fields)
 Training Officer (General Fields)
 Training Officer (Skilled Trades and Mechanical Fields)
 Training Officer (Supervisory Fields)
 Training Officer (Technical Fields)

CAP-230-7

Training Officer (Administrative Fields)
 Training Officer (Clerical Fields)
 Training Officer (Custodial and Protective Fields)
 Training Officer (General Fields)
 Training Officer (Skilled Trades and Mechanical Fields)
 Training Officer (Supervisory Fields)
 Training Officer (Technical Fields)
 Supervisory Training Officer (Administrative Fields)
 Supervisory Training Officer (Clerical Fields)
 Supervisory Training Officer (Custodial and Protective Fields)
 Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAP-230-9

Training Officer (Administrative Fields)
 Training Officer (Clerical Fields)
 Training Officer (Custodial and Protective Fields)
 Training Officer (General Fields)
 Training Officer (Skilled Trades and Mechanical Fields)
 Training Officer (Supervisory Fields)
 Training Officer (Technical Fields)
 Supervisory Training Officer (Administrative Fields)
 Supervisory Training Officer (Clerical Fields)
 Supervisory Training Officer (Custodial and Protective Fields)
 Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAP-230-11

Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and
 Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAF-220-12 Training Officer (Administrative Fields)
 Training Officer (Clerical Fields)
 Training Officer (Custodial and Protective Fields)
 Training Officer (General Fields)
 Training Officer (Skilled Trades and Mechanical
 Fields)
 Training Officer (Supervisory Fields)
 Training Officer (Technical Fields)
 Supervisory Training Officer (Administrative
 Fields)
 Supervisory Training Officer (Clerical Fields)
 Supervisory Training Officer (Custodial and Pro-
 tective Fields)
 Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and
 Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAF-220-13 Supervisory Training Officer (Administrative
 Fields)
 Supervisory Training Officer (Clerical Fields)
 Supervisory Training Officer (Custodial and Pro-
 tective Fields)
 Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and
 Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAF-220-14 Supervisory Training Officer (General Fields)

CAF-231-0 APPOINTMENT AND STATUS CHANGES SUBSERIES

This subseries includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the control, examination, processing, review, and distribution of personnel actions; the requesting of certificates of eligibles; the induction of employees; the maintenance of related personnel records and files; the preparation of personnel reports; and the performance of other closely related work.

This subseries includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the control, examination, processing, review, and distribution of personnel actions; the requesting of certificates of eligibles; the induction of employees; the maintenance of related personnel records and files; the preparation of personnel reports; and the performance of other closely related work.

CAP-231-0 APPOINTMENT AND STATUS CHANGES SUBSERIES

CAP-230-14 Supervisory Training Officer (General Fields)

CAP-230-13 Supervisory Training Officer (Administrative Fields)
 Supervisory Training Officer (Clerical Fields)
 Supervisory Training Officer (Custodial and Protective Fields)
 Supervisory Training Officer (General Fields)
 Supervisory Training Officer (Skilled Trades and Mechanical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Technical Fields)

CAP-230-12 Training Officer (Supervisory Fields)
 Training Officer (Technical Fields)
 Training Officer (Administrative Fields)
 Training Officer (Clerical Fields)
 Training Officer (Custodial and Protective Fields)
 Training Officer (General Fields)
 Training Officer (Skilled Trades and Mechanical Fields)

Supervisory Training Officer (Technical Fields)
 Supervisory Training Officer (Supervisory Fields)
 Supervisory Training Officer (Mechanical Fields)
 Supervisory Training Officer (Skilled Trades and Mechanical Fields)

CAF-231-3 Appointment Clerk
 CAF-231-4 Appointment Clerk
 CAF-231-5 Appointment Clerk
 CAF-231-6 Appointment Clerk
 CAF-231-7 Appointment Unit Supervisor

CAF-232-0 EMPLOYEE RELATIONS SERIES

This series includes all classes of positions the full-time duties of which are to administer, supervise, or perform work specifically designated to promote employee performance, efficiency, and morale.

Skills and Operations: Maintenance of records of employee emergency loan fund or other employee funds by recording borrowers, payers, and contributors.

CAF-232-3 Employee Relations Clerk

Skills and Operations: Pay-roll deductions.

CAF-232-4 Employee Relations Clerk

CAF-232-5 Employee Relations Clerk
 Employee Relations Assistant

CAF-232-7 Employee Counselor
 Employee Relations Assistant

Skills and Operations: Analyzing pay-roll and production records.

CAF-232-9 Employee Counselor
 Employee Relations Assistant

CAF-232-11 Employee Counselor
 Employee Relations Officer

CAP-231-3 Appointment Clerk
CAP-231-4 Appointment Clerk
CAP-231-5 Appointment Clerk
CAP-231-6 Appointment Clerk
CAP-231-7 Appointment Unit Supervisor

CAP-232-0 EMPLOYEE RELATIONS SERIES

This series includes all classes of positions the full-time duties of which are to administer, supervise, or perform work specifically designed to promote employee performance, efficiency, and morale.

Skills and Operations: Maintenance of records of employee emergency loan fund or other employee funds by recording borrowings, payers, and contributors.

CAP-232-3 Employee Relations Clerk

Skills and Operations: Pay-roll deductions.

CAP-232-4 Employee Relations Clerk
CAP-232-5 Employee Relations Clerk
CAP-232-6 Employee Relations Assistant
CAP-232-7 Employee Counselor
CAP-232-8 Employee Relations Assistant

Skills and Operations: Analyzing pay-roll and production records.

CAP-232-9 Employee Counselor
CAP-232-10 Employee Relations Assistant
CAP-232-11 Employee Counselor
CAP-232-12 Employee Relations Officer

CAF-232-12 Employee Counselor
Employee Relations Officer

CAF-232-13 Employee Relations Officer

CAF-232-14 Employee Relations Officer

CAF-233-0 POSITION-CLASSIFICATION SUBSERIES

This subseries includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the analysis and evaluation of positions in the Federal service for the purpose of classifying such positions in accordance with the provisions of the basic laws and statutes relating to the classification of positions in the Federal service; and in the preparation of class specifications, allocation standards, and related materials setting forth the characteristics of classes of positions in terms of kinds of work and levels of difficulty.

CAF-233-3 Position-Classification Clerk

CAF-233-4 Position-Classification Clerk

CAF-233-5 Position-Classification Clerk
Position Classifier
Position Classifier (Standards)

CAF-233-6 Position-Classification Clerk

CAF-233-7 Position Classifier
Position Classifier (Standards)

CAF-233-9 Position Classifier
Position Classifier (Standards)

CAF-233-11 Position Classifier
Position Classifier (Standards)

CAF-233-12 Position Classifier
Position Classifier (Standards)

CAF-233-13 Position Classifier
Position Classifier (Standards)

CAF-233-14 Position Classifier

CAP-232-12	Employee Relations Officer	Employee Counsellor
CAP-232-13	Employee Relations Officer	
CAP-232-14	Employee Relations Officer	

CAP-233-0 POSITION-CLASSIFICATION SUBSERIES

This subseries includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the analysis and evaluation of positions in the Federal service for the purpose of classifying such positions in accordance with the provisions of the basic laws and statutes relating to the classification of positions in the Federal service; and in the preparation of class specifications, allocation standards, and related materials setting forth the characteristics of classes of positions in terms of kinds of work and levels of difficulty.

CAP-233-3	Position-Classification Clerk	
CAP-233-4	Position-Classification Clerk	
CAP-233-5	Position-Classification Clerk	
	Position Classifier	
	Position Classifier (Standards)	
CAP-233-6	Position-Classification Clerk	
CAP-233-7	Position Classifier	
	Position Classifier (Standards)	
CAP-233-9	Position Classifier	
	Position Classifier (Standards)	
CAP-233-11	Position Classifier	
	Position Classifier (Standards)	
CAP-233-12	Position Classifier	
	Position Classifier (Standards)	
CAP-233-13	Position Classifier	
	Position Classifier (Standards)	
CAP-233-14	Position Classifier	

CAF-234-0

PLACEMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the initial and subsequent placement of applicants or employees in positions within the Government service; and the performance of other closely related work.

CAF-234-3	Placement Clerk
CAF-234-4	Placement Clerk
CAF-234-5	Placement Clerk Placement Supervisor Placement Assistant
CAF-234-7	Placement Assistant
CAF-234-9	Placement Assistant
CAF-234-11	Placement Officer
CAF-234-12	Placement Officer
CAF-234-13	Placement Officer
CAF-234-14	Placement Officer
CAF-234-15	Placement Officer

CAF-235-0

RETIREMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in connection with the retirement activities carried on by government establishments in the installation, maintenance, audit, and disposition of retirement records and accounts for employees in the Federal Service.

Skills and Operations: Knowledge of and ability to use pay-roll data; simple computations; accuracy and proficiency in the use of figures.

CAF-235-3	Retirement Clerk
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CAP-234-0

PLACEMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the initial and subsequent placement of applicants or employees in positions within the Government service; and the performance of other closely related work.

CAP-234-3	Placement Clerk
CAP-234-4	Placement Clerk
CAP-234-5	Placement Clerk
	Placement Supervisor
	Placement Assistant
CAP-234-7	Placement Assistant
CAP-234-8	Placement Assistant
CAP-234-11	Placement Officer
CAP-234-12	Placement Officer
CAP-234-13	Placement Officer
CAP-234-14	Placement Officer
CAP-234-15	Placement Officer

CAP-235-0

RETIREMENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in connection with the retirement activities carried on by Government establishments in the installation, maintenance, audit, and disposition of retirement records and accounts for employees in the Federal Service.

Skills and Operations: Knowledge of and ability to use pay-roll data; simple computations; accuracy and proficiency in the use of figures.

CAP-235-3 Retirement Clerk

Skills and Operations: General knowledge of annuities.

CAF-235-4 Retirement Clerk
 CAF-235-5 Retirement Clerk
 CAF-235-6 Retirement Clerk
 CAF-235-7 Retirement Assistant
 CAF-235-8 Retirement Assistant

Skills and Operations: Ability to grasp quickly the implications of figures, to spot and to ascertain the cause of inconsistencies in financial and other reports.

CAF-235-11 Retirement Officer

Skills and Operations: Establishing and maintaining accounts of retirement deductions.

CAF-235-12 Retirement Officer

CAF-241-0 CONCILIATION AND MEDIATION SERIES

This series includes all classes of positions the duties of which are to administer, advise on, supervise, or perform work involved in mediation, conciliation, and settlement of labor disputes, and in the encouragement and promotion of harmonious labor-management relations.

Skills and Operations: Knowledge of the uses, limitations, techniques, and interpretation of time, motion, and work load.

CAF-241-11 Conciliator
 Conciliator (Job Analyst)
 Conciliator (Industrial Analyst)
 Mediator

Skills and Operations: General knowledge of annu-

ties.

CAP-235-4 Retirement Clerk
CAP-235-5 Retirement Clerk
CAP-235-6 Retirement Clerk
CAP-235-7 Retirement Assistant
CAP-235-8 Retirement Assistant

Skills and Operations: Ability to grasp quickly the

implications of figures, to spot and to ascertain the cause of
inconsistencies in financial and other reports.

CAP-235-11 Retirement Officer

Skills and Operations: Establishing and maintaining

accounts of retirement deductions.

CAP-235-12 Retirement Officer

CAP-241-0 CONCILIATION AND MEDIATION SERIES

This series includes all classes of positions the duties
of which are to administer, advise on, supervise, or perform
work involved in mediation, conciliation, and settlement of
labor disputes, and in the encouragement and promotion of
harmonious labor-management relations.

Skills and Operations: Knowledge of the uses, limita-

tions, techniques, and interpretation of time, motion, and
work load.

CAP-241-11 Conciliator
Conciliator (Job Analyst)
Conciliator (Industrial Analyst)
Mediator

Skills and Operations: Piece-rate wage payments; settlement of disputes characterized by conditions involving issues which are ordinary with respect to the nature of the mathematical formulas.

CAF-241-12 Conciliator
 Conciliator (Job Analyst)
 Conciliator (Industrial Analyst)
 Mediator

CAF-241-13 Conciliator
 Conciliator (Job Analyst)
 Conciliator (Industrial Analyst)
 Mediator

CAF-241-14 Conciliator (Adviser)
 Conciliator (Industrial Specialist)
 Mediator
 Conciliator (Administrator)

CAF-241-15 Conciliator (Adviser)
 Conciliator (Administrator)

CAF-242-0 LABOR ARBITRATION SERIES

This series includes all classes of positions the duties of which are to hear and render decisions on labor and management dispute cases in general industry which have been voluntarily submitted for arbitration.

Skills and Operations: Wage rates.

CAF-242-15 Labor Arbitrator
 Labor Arbitrator (Administrator)

CAF-243-0 APPRENTICESHIP REPRESENTATIVE SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the formulation and promotion of the furtherance of labor standards to guide industry in employing and training apprentices and in safeguarding their welfare; in the

Skills and Operations: Piece-rate wage payments; determination of disputes characterized by conditions involving issues which are ordinary with respect to the nature of the mathematical formulas.

CAP-241-12 Conciliator
Conciliator (Job Analyst)
Conciliator (Industrial Analyst)
Mediator

CAP-241-13 Conciliator
Conciliator (Job Analyst)
Conciliator (Industrial Analyst)
Mediator

CAP-241-14 Conciliator (Advisor)
Conciliator (Industrial Specialist)
Mediator
Conciliator (Administrator)

CAP-241-15 Conciliator (Advisor)
Conciliator (Administrator)

CAP-242-0 LABOR ARBITRATION SERIES

This series includes all classes of positions the duties of which are to hear and render decisions on labor and management dispute cases in general industry which have been voluntarily submitted for arbitration.

Skills and Operations: Wage rates.

CAP-242-15 Labor Arbitrator
Labor Arbitrator (Administrator)

CAP-243-0 APPRENTICESHIP REPRESENTATIVE SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the formulation and promotion of the furtherance of labor standards to guide industry in employing and training apprentices and in safeguarding their welfare; in the

examination and approval of standards proposed for apprenticeship systems and individual apprenticeship agreements for conformity with generalized national standards; in the extension of the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship; in bringing together employers and labor for the formulation of programs of apprenticeship; and in cooperating with state agencies engaged in the formulation and promotion of standards of apprenticeship.

Skills and Operations: Ability to work with wage schedules.

CAF-243-7	Apprenticeship Representative Apprenticeship Standards Examiner
CAF-243-9	Apprenticeship Representative Apprenticeship Standards Examiner
CAF-243-11	Apprenticeship Representative Apprenticeship Representative (Supervisory) Apprenticeship Standards Examiner
CAF-243-12	Apprenticeship Representative Apprenticeship Representative (Supervisory)
CAF-243-13	Apprenticeship Officer Apprenticeship Standards Examiner (Supervisory)

CAF-305, 307-0 CLERK-DICTATING MACHINE
TRANSCRIBER SERIES

This series includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or dictating machine transcribing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform dictating machine transcribing work, or combined dictating machine transcribing and typing work; or to supervise a unit of dictating machine transcribers.

CAF-305-0 CLERK-DICTATING MACHINE
TRANSCRIBER SUBSERIES

This subseries includes all classes of positions the duties of which are to perform clerical work or to supervise clerical

examination and approval of standards proposed for apprenticeship systems and individual apprenticeship agreements for conformity with generalized national standards; in the extension of the application of such standards by encouraging the inclusion thereof in contracts of apprenticeship; in bringing together employers and labor for the formulation of programs of apprenticeship; and in cooperating with state agencies engaged in the formulation and promotion of standards of apprenticeship.

Skills and Operations: Ability to work with wage

schedules.

CAF-243-7 Apprenticeship Representative
Apprenticeship Standards Examiner

CAF-243-9 Apprenticeship Representative
Apprenticeship Standards Examiner

CAF-243-11 Apprenticeship Representative
Apprenticeship Representative (Supervisory)
Apprenticeship Standards Examiner

CAF-243-12 Apprenticeship Representative
Apprenticeship Representative (Supervisory)

CAF-243-13 Apprenticeship Officer
Apprenticeship Standards Examiner (Supervisory)

CAF-305, 307-0 CLERK-DICTATING MACHINE
TRANSCRIBER SERIES

This series includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or dictating machine transcribing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform dictating machine transcribing work, or combined dictating machine transcribing and typing work; or to supervise a unit of dictating machine transcribers.

CAF-305-0 CLERK-DICTATING MACHINE
TRANSCRIBER SUBSERIES

This subspecies includes all classes of positions the duties of which are to perform clerical work or to supervise clerical

work and/or dictating machine transcribing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform dictating machine transcribing work, or combined dictating machine transcribing work and typing work.

Skills and Operations: Must be a high school graduate.

CAF-305-2 Clerk-Dictating Machine Transcriber

CAF-305-3 Clerk-Dictating Machine Transcriber

CAF-305-4 Clerk-Dictating Machine Transcriber

CAF-307-0 DICTATING MACHINE TRANSCRIBING
UNIT SUPERVISING SUBSERIES

This subseries includes all classes of positions the duties of which are to supervise work involved in the transcription on a typewriter of matter acoustically or electrically recorded on cylinders or discs and reproduced by means of a transcribing machine.

CAF-307-3 Dictating Machine Transcribing
Unit Supervisor

Skills and Operations: Maintenance of efficiency and production records.

CAF-307-4 Dictating Machine Transcribing
Unit Supervisor

CAF-307-5 Dictating Machine Transcribing
Unit Supervisor

CAF-310-0 CLERK-STENOGRAPHER SUBSERIES

This subseries includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or stenographic work and, in addition in either case, as an essential but not a substantially full-time duty, to perform stenographic work, or combined stenographic and typing work, requiring the services of a qualified

work and/or dictating machine transcribing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform dictating machine transcribing work, or combined dictating machine transcribing work and typing work.

Skills and Operations: Must be a high school graduate.

- CAF-305-2 Clerk-Dictating Machine Transcriber
- CAF-305-3 Clerk-Dictating Machine Transcriber
- CAF-305-4 Clerk-Dictating Machine Transcriber

CAF-307-0
DICTATING MACHINE TRANSCRIBING
UNIT SUPERVISING SUBSERIES

This subseries includes all classes of positions the duties of which are to supervise work involved in the transcription on a typewriter of matter acoustically or electrically recorded on cylinders or discs and reproduced by means of a transcribing machine.

- CAF-307-2 Dictating Machine Transcribing Unit Supervisor

Skills and Operations: Maintenance of efficiency and

production records.

- CAF-307-4 Dictating Machine Transcribing Unit Supervisor
- CAF-307-5 Dictating Machine Transcribing Unit Supervisor

CAF-310-0
CLERK-STENOGRAPHER SUBSERIES

This subseries includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or stenographic work and, in addition in either case, as an essential but not a substantially full-time duty, to perform stenographic work, or combined stenographic and typing work, requiring the services of a qualified

stenographer.

CAF-310-2 Clerk-Stenographer

CAF-310-3 Clerk-Stenographer

CAF-310-4 Clerk-Stenographer

CAF-320-0 CLERK-TYPIST SUBSERIES

This subseries includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or typing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform typing work requiring the services of a qualified typist.

Skills and Operations: Ability to count and record numbers accurately.

CAF-320-1 Clerk-Typist

CAF-320-2 Clerk-Typist

CAF-320-3 Clerk-Typist

CAF-330-0 CORRESPONDENCE CLERK SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the composition or review of correspondence prepared for the purpose of obtaining or supplying information.

CAF-330-3 Correspondence Clerk
Correspondence Review Clerk

CAF-330-4 Correspondence Clerk
Correspondence Review Clerk
Correspondence Unit Supervisor

CAF-330-5 Correspondence Clerk
Correspondence Review Clerk
Correspondence Unit Supervisor

stenographer.

CAP-310-3 Clerk-Stenographer
CAP-310-3 Clerk-Stenographer
CAP-310-4 Clerk-Stenographer

CAP-320-0 CLERK-TYPIST SUBSERIES

This series includes all classes of positions the duties of which are to perform clerical work or to supervise clerical work and/or typing work and, in addition in either case, as an essential but not a substantially full-time duty, to perform typing work requiring the services of a qualified typist.

Skills and Operations: Ability to count and record

numbers accurately.

CAP-320-1 Clerk-Typist
CAP-320-2 Clerk-Typist
CAP-320-3 Clerk-Typist

CAP-330-0 CORRESPONDENCE CLERK SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the composition or review of correspondence prepared for the purpose of obtaining or supplying information.

CAP-330-3 Correspondence Clerk
Correspondence Review Clerk
CAP-330-4 Correspondence Clerk
Correspondence Review Clerk
Correspondence Unit Supervisor
CAP-330-5 Correspondence Clerk
Correspondence Review Clerk
Correspondence Unit Supervisor

CAF-340-0 DICTATING MACHINE TRANSCRIBER SERIES

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in the transcription on a typewriter of matter acoustically or electrically recorded on cylinders or discs and reproduced by means of a transcribing machine, including the performance of such work in combination with miscellaneous typing, and to perform incidental clerical work.

CAF-340-2 Dictating Machine Transcriber

CAF-340-3 Dictating Machine Transcriber

CAF-340-4 Dictating Machine Transcriber

CAF-345-0 SECRETARY SERIES

This series includes all classes of positions the duties of which are to serve as secretary and clerical assistant to an individual and to relieve him of routine duties: (1) Making personal telephone contacts, (2) composing and reviewing correspondence, (3) obtaining and presenting information, (4) setting up and maintaining files and records, (5) writing resumes of conferences, and (6) performing miscellaneous related duties.

Skills and Operations: Keeping of time records, etc.

CAF-345-2 Secretary (Dictating Machine Transcribing)
 Secretary (Stenography)
 Secretary (Typing)
 Secretary (General)

CAF-345-3 Secretary (Dictating Machine Transcribing)
 Secretary (Stenography)
 Secretary (Typing)
 Secretary (General)

CAF-345-4 Secretary (Stenography)
 Secretary (Typing)

CAF-345-5 Secretary (General)

CAF-345-6 Secretary (General)

CAF-340-0 DICTATING MACHINE TRANSCRIBER SERIES

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in the transcription on a typewriter of matter acoustically or electrically recorded on cylinders or discs and reproduced by means of a transcribing machine, including the performance of such work in combination with miscellaneous typing, and to perform incidental clerical work.

CAF-340-2 Dictating Machine Transcriber

CAF-340-3 Dictating Machine Transcriber

CAF-340-4 Dictating Machine Transcriber

CAF-345-0 SECRETARY SERIES

This series includes all classes of positions the duties of which are to serve as secretary and clerical assistant to an individual and to relieve him of routine duties: (1) Making personal telephone contacts, (2) composing and reviewing correspondence, (3) obtaining and presenting information, (4) setting up and maintaining files and records, (5) writing, resumes of conferences, and (6) performing miscellaneous related duties.

Skills and Operations: Keeping of time records, etc.

CAF-345-2 Secretary (Dictating Machine Transcribing)

Secretary (Stenography)

Secretary (Typing)

Secretary (General)

CAF-345-3 Secretary (Dictating Machine Transcribing)

Secretary (Stenography)

Secretary (Typing)

Secretary (General)

CAF-345-4 Secretary (Stenography)

Secretary (Typing)

CAF-345-5 Secretary (General)

CAF-345-6 Secretary (General)

CAF-350-0

STENOGRAPHER SERIES

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in (a) taking dictation in shorthand or on a shorthand writing machine and transcribing such record on a typewriter or (b) reporting conferences or telephone conversations where a minimum speed of 175 words per minute is required, including the performance of such work in combination with miscellaneous typing, and to perform incidental clerical work.

CAF-350-2 Stenographer

CAF-350-3 Stenographer

CAF-350-4 Stenographer

CAF-360-0

SHORTHAND REPORTER SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in (a) making verbatim records of proceedings through taking of handwritten or machine shorthand notes where the work requires the ability to record the spoken word at a speed of not less than 175 words per minute, and (b) either transcribing the recorded material on a typewriter, dictating it to a stenographer or a recording machine, or assigning the notes to others for transcription.

CAF-360-6 Shorthand Reporter

CAF-360-7 Shorthand Reporter

CAF-360-8 Shorthand Reporter

CAF-360-9 Shorthand Reporter

CAF-375-0

TYPIST SERIES

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in the operation of typewriting machines, and to perform incidental clerical work.

STENOGRAPHER SERIES

CAF-350-0

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in (a) taking dictation in shorthand or on a shorthand writing machine and transcribing such record on a typewriter or (b) reporting conferences or telephone conversations where a minimum speed of 175 words per minute is required, including the performance of such work in combination with miscellaneous typing, and to perform incidental clerical work.

CAF-350-2	Stenographer
CAF-350-3	Stenographer
CAF-350-4	Stenographer

SHORTHAND REPORTER SERIES

CAF-360-0

This series includes all classes of positions the duties of which are to supervise or perform work involved in (a) making verbatim records of proceedings through taking of handwritten or machine shorthand notes where the work requires the ability to record the spoken word at a speed of not less than 175 words per minute, and (b) either transcribing the recorded material on a typewriter, dictating it to a stenographer or a recording machine, or assigning the notes to others for transcription.

CAF-360-5	Shorthand Reporter
CAF-360-7	Shorthand Reporter
CAF-360-8	Shorthand Reporter
CAF-360-9	Shorthand Reporter

TYPIST SERIES

CAF-375-0

This series includes all classes of positions the duties of which are to perform, on a full-time or substantially full-time basis, work involved in the operation of typewriting machines, and to perform incidental clerical work.

CAF-375-1 Typist

Skills and Operations: Ability to compile and type statistical charts.

CAF-375-2 Typist

CAF-375-3 Typist

CAF-380-0 VARITYPIST SERIES

This series includes all classes of positions the duties of which are to supervise, plan, or perform work involved in the operation of a varityper machine in preparing material for duplication by various processes, and in the performance of related clerical duties.

Skills and Operations: Aptitude in use of T-squares and triangles.

CAF-380-2 Varitypist

Skills and Operations: Ability to use drafting instruments.

CAF-380-3 Varitypist

CAF-380-4 Varitypist Supervisor

Skills and Operations: Ability to make time-estimates; estimating production costs; keeping records.

CAF-380-5 Varitypist Supervisor

CAF-380-6 Varitypist Supervisor

CAP-375-1 Typist

Skills and Operations: Ability to compile and type

statistical charts.

CAP-375-2 Typist

CAP-375-3 Typist

VARITYPIST SERIES CAP-380-0

This series includes all classes of positions the duties of which are to supervise, plan, or perform work involved in the operation of a varityper machine in preparing material for duplication by various processes, and in the performance of related clerical duties.

Skills and Operations: Aptitude in use of T-frames and

trapezoids.

CAP-380-1 Varitypist

Skills and Operations: Ability to use drafting instru-

ments.

CAP-380-2 Varitypist

CAP-380-3 Varitypist Supervisor

Skills and Operations: Ability to make time-estimates;

estimating production costs; keeping records.

CAP-380-4 Varitypist Supervisor

CAP-380-5 Varitypist Supervisor

CAF-420-0

MAIL AND FILE SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in receiving, reading, recording, and routing incoming mail; in recording and dispatching outgoing mail; and in classifying, indexing, recording, filing, and searching correspondence, reports, memoranda, plans, or other office records.

CAF-420-1 Mail Clerk
 File Clerk
 Mail and File Clerk

CAF-420-2 Mail Clerk
 File Clerk
 Mail and File Clerk

Skills and Operations: Working knowledge of a complex decimal or other complex subject filing system.

CAF-420-3 Mail Clerk
 File Clerk
 Mail and File Clerk

CAF-420-4 Mail Clerk
 File Clerk
 Mail and File Clerk

CAF-420-5 Mail Clerk
 File Clerk
 Mail and File Clerk
 Mail Supervisor
 File Supervisor
 Mail and File Supervisor

CAF-420-6 Mail Supervisor
 File Supervisor
 Mail and File Supervisor

CAF-420-7 Mail Supervisor
 File Supervisor
 Mail and File Supervisor

MAIL AND FILE SERIES

CAP-420-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in receiving, reading, recording, and routing incoming mail; in recording and dispatching outgoing mail; and in classifying, indexing, recording, filing, and assisting correspondence, reports, memoranda, plans, or other office records.

CAP-420-1

Mail Clerk
File Clerk
Mail and File Clerk

CAP-420-2

Mail Clerk
File Clerk
Mail and File Clerk

Skills and Operations: Working knowledge of a complex

system or other complex subject filing system.

CAP-420-3

Mail Clerk
File Clerk
Mail and File Clerk

CAP-420-4

Mail Clerk
File Clerk
Mail and File Clerk

CAP-420-5

Mail Clerk
File Clerk
Mail and File Clerk
Mail Supervisor
File Supervisor
Mail and File Supervisor

CAP-420-6

Mail Supervisor
File Supervisor
Mail and File Supervisor

CAP-420-7

Mail Supervisor
File Supervisor
Mail and File Supervisor

CAF-520-0 PRINTING AND PUBLICATIONS SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the procurement, receipt, storage, issue, or distribution of printing and publications.

Skills and Operations: Ability to estimate costs and sizes.

CAF-520-3 Printing and Publications Clerk

CAF-520-4 Printing and Publications Clerk

CAF-520-5 Printing and Publications Clerk

CAF-535-0 PROPERTY AND STOCK CONTROL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in the maintenance and adjustment of property accounts and the records of property transactions, the establishment and maintenance of stock levels, and the control of the issuance of supplies and equipment.

Skills and Operations: Ability to deal with quantities, volumes, and values.

CAF-535-2 Property and Supply Clerk

Skills and Operations: Maintenance of a perpetual inventory, involving invoices, vouchers, and costs.

CAF-535-3 Property and Supply Clerk

CAF-535-4 Property and Supply Clerk

CAF-535-5 Property and Supply Clerk

CAF-535-6 Property and Supply Clerk

CAF-535-7 Property and Supply Supervisor

PRINTING AND PUBLICATIONS SERIES

CAP-520-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the procurement, receipt, storage, issue, or distribution of printing and publications.

Skills and Operations: Ability to estimate costs and

class.

- CAP-520-3 Printing and Publications Clerk
- CAP-520-4 Printing and Publications Clerk
- CAP-520-5 Printing and Publications Clerk

PROPERTY AND STOCK CONTROL SERIES

CAP-525-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in the maintenance and adjustment of property accounts and the records of property transactions, the establishment and maintenance of stock levels, and the control of the issuance of supplies and equipment.

Skills and Operations: Ability to deal with quantities,

volumes, and values.

- CAP-525-2 Property and Supply Clerk

Skills and Operations: Maintenance of a perpetual inven-

tory, involving invoices, vouchers, and costs.

- CAP-525-3 Property and Supply Clerk
- CAP-525-4 Property and Supply Clerk
- CAP-525-5 Property and Supply Clerk
- CAP-525-6 Property and Supply Clerk
- CAP-525-7 Property and Supply Supervisor

CAF-535-8 Property and Supply Supervisor

CAF-535-9 Property and Supply Supervisor

CAF-540-0 PROCUREMENT SERIES

This series includes all classes of positions the duties of which are to supervise, advise on, or perform work involved in the purchase of supplies, services, equipment, and commodities through prescribed sources of supply, formal competitive open-market purchasing, or negotiation and contracting, or through any combination of methods thereof.

Skills and Operations: Ability to perform simple arithmetic operations.

CAF-540-3 Purchasing Clerk
Purchasing Clerk (Supervisory)

Skills and Operations: Price; discounts; selecting the most advantageous offer on the basis of quotations.

CAF-540-4 Purchasing Clerk
Purchasing Clerk (Supervisory)

Skills and Operations: Soliciting bids and analyzing bids or offers; ascertaining prices and terms, time and transportation factors.

CAF-540-5 Purchasing Assistant
Purchasing Assistant (Supervisory)

CAF-540-6 Purchasing Assistant
Purchasing Assistant (Supervisory)

CAF-540-7 Purchasing Assistant
Purchasing Assistant (Supervisory)

CAF-540-8 Purchasing Agent
Purchasing Agent (Supervisory)

Skills and Operations: Consider the necessity for plant

CAP-535-2 Property and Supply Supervisor
CAP-535-2 Property and Supply Supervisor

PROCUREMENT SERIES CAP-540-0

This series includes all classes of positions the duties of which are to supervise, advise on, or perform work involved in the purchase of supplies, services, equipment, and commodities through prescribed sources of supply, formal competitive open-market purchasing, or negotiation and contracting, or through any combination of methods thereof.

Skills and Operations: Ability to perform simple arithmetic operations.

CAP-540-3 Purchasing Clerk (Supervisory)
Purchasing Clerk

Skills and Operations: Price; discounts; selecting the most advantageous offer on the basis of quotations.

CAP-540-4 Purchasing Clerk (Supervisory)
Purchasing Clerk

Skills and Operations: Soliciting bids and analyzing bids or offers; ascertaining prices and terms, time and transportation factors.

CAP-540-5 Purchasing Assistant (Supervisory)
Purchasing Assistant

CAP-540-6 Purchasing Assistant (Supervisory)
Purchasing Assistant

CAP-540-7 Purchasing Assistant (Supervisory)
Purchasing Assistant

CAP-540-8 Purchasing Agent (Supervisory)
Purchasing Agent

Skills and Operations: Consider the necessity for plans

expansion; consider rate of profit, risk, cost; ascertain storage possibilities and limitations.

CAF-540-11 Purchasing Agent
Purchasing Agent (Supervisory)
Purchasing Officer

Skills and Operations: Analyze the productive capacity of an entire industry.

CAF-540-12 Purchasing Agent
Purchasing Agent (Supervisory)
Purchasing Officer

CAF-540-13 Purchasing Agent

CAF-560-0 STORAGE SERIES

This series includes all classes of positions the duties of which are to supervise or perform work concerned with the physical receipt, storage, and issue of supplies, equipment, and material for supply or other purposes. These functions may be carried on in stockrooms where operating supplies are maintained for a division, office, bureau, or agency; in warehouses where large quantities of supplies are maintained for wholesale issue; or in warehouses or stockrooms storing supplies for issue in connection with repair, maintenance, construction, manufacturing, or other purposes.

Skills and Operations: Ability to perform simple arithmetic operations; accuracy in counting.

CAF-560-1 Storekeeper (Checker)
Storekeeper (Stockpicker)
Storekeeper (Binner)
Storekeeper (Replenisher)
Storekeeper (Inventory Counter)
Storekeeper (General)

CAF-560-2 Storekeeper (Checker)
Storekeeper (Binner)
Storekeeper (Stockpicker)
Storekeeper (Orderpicker)
Storekeeper (Replenisher)
Storekeeper (Inventory Counter)
Storekeeper (Bin Area)

expansion; consider rate of profit, risk, cost; ascertain other
 the possibilities and limitations.

CAP-540-11 Purchasing Agent
 Purchasing Agent (Supervisory)
 Purchasing Officer

Skills and Operations: Analyze the productive capacity of

an entire industry.

CAP-540-12 Purchasing Agent
 Purchasing Agent (Supervisory)
 Purchasing Officer

CAP-540-13 Purchasing Agent

CAP-580-0 STORAGE SERIES

This series includes all classes of positions the duties
 of which are to supervise or perform work concerned with the
 physical receipt, storage, and issue of supplies, equipment,
 and material for supply or other purposes. These functions may
 be carried on in stockrooms where operating supplies are main-
 tained for a division, office, bureau, or agency; in warehouses
 where large quantities of supplies are maintained for whole-
 sale issue; or in warehouses or stockrooms storing supplies for
 issue in connection with repair, maintenance, construction,
 manufacturing, or other purposes.

Skills and Operations: Ability to perform simple arithmetic

and operations; accuracy in counting.

CAP-580-1 Storeroomkeeper (Checker)
 Storeroomkeeper (Stockpiler)
 Storeroomkeeper (Binman)
 Storeroomkeeper (Replenisher)
 Storeroomkeeper (Inventory Counter)
 Storeroomkeeper (General)

CAP-580-2 Storeroomkeeper (Checker)
 Storeroomkeeper (Binman)
 Storeroomkeeper (Stockpiler)
 Storeroomkeeper (Orderpicker)
 Storeroomkeeper (Replenisher)
 Storeroomkeeper (Inventory Counter)
 Storeroomkeeper (Bin Area)

Storekeeper (Bulk Area)
Storekeeper (General)

Skills and Operations: Ability to utilize space efficiently, to effect maximum utilization of space.

CAF-560-3 Storekeeper (Checker)
Storekeeper (Binner)
Storekeeper (Stockpicker)
Storekeeper (Inventory Counter)
Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (General)

CAF-560-4 Storekeeper (Checker)
Storekeeper (Inventory Counter)
Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (General)

CAF-560-5 Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAF-560-6 Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAF-560-7 Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAF-560-8 Storekeeper (Bulk Area)
Storekeeper (Open Area)

Storekeeper (Bulk Area)
Storekeeper (General)

Skills and Operations: Ability to utilize space effi-

ciently, to effect maximum utilization of space.

CAP-550-3

Storekeeper (Checker)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (General)
Storekeeper (Shipping)
Storekeeper (Receiving)
Storekeeper (Inventory Counter)
Storekeeper (Stockpiling)

CAP-550-4

Storekeeper (Checker)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (General)
Storekeeper (Shipping)
Storekeeper (Receiving)
Storekeeper (Inventory Counter)

CAP-550-5

Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAP-550-6

Storekeeper (Receiving)
Storekeeper (Shipping)
Storekeeper (Bin Area)
Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAP-550-7

Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAP-550-8

Storekeeper (Bulk Area)
Storekeeper (Open Area)

Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAF-560-9 Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAF-560-10 Storekeeper (General)

CAF-560-11 Storekeeper (General)

CAF-560-12 Storekeeper (General)

CAF-570-0 SUPPLY CATALOGING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in such supply cataloging operations as item identification, commodities classification, and item numbering, involved in the preparation, publication, maintenance, and revision of reference and operating supply catalogs. Such work typically includes the determination of authorized nomenclature, the development of description patterns, the preparation of item descriptions, the development and application of commodity classification systems, and the establishment of identification and classification numbers or symbols for individual items and for classes of supplies, equipment, and other materials.

CAF-570-4 Supply Catalog Clerk

Skills and Operations: Ability to read and understand the literature and primary reference source material, e.g., technical drawings, blueprints, etc.

CAF-570-5 Supply Cataloger (Aeronautical Materials)
Supply Cataloger (Buildings and Construction Materials)
Supply Cataloger (Chemicals and Drugs)
Supply Cataloger (Clothing and Textiles)
Supply Cataloger (Communication and Electronic Equipment)
Supply Cataloger (Electrical Equipment)
Supply Cataloger (Food and Related Equipment)
Supply Cataloger (Fuels and Lubricants)

Storekeeper (Bulk and Open Area)
Storekeeper (General)

Storekeeper (Bulk Area)
Storekeeper (Open Area)
Storekeeper (Bulk and Open Area)
Storekeeper (General)

CAR-560-9

Storekeeper (General)

CAR-560-10

Storekeeper (General)

CAR-560-11

Storekeeper (General)

CAR-560-12

SUPPLY CATALOGING SERIES

CAR-570-0

This series includes all classes of positions and duties of which are to administer, supervise, or perform work in such supply cataloging operations as item identification, commodity classification, and item numbering, involved in the preparation, publication, maintenance, and revision of reference and operating supply catalogs. Such work typically includes the determination of authorized nomenclature, the development of description patterns, the preparation of item descriptions, the development and application of commodity classification systems, and the establishment of identification and classification numbers or symbols for individual items and for classes of supplies, equipment, and other materials.

Supply Catalog Clerk

CAR-570-4

Skills and Operations: Ability to read and understand

the literature and primary reference source material, e.g.,

technical drawings, blueprints, etc.

Supply Cataloger (Aeronautical Materials)
Supply Cataloger (Buildings and Construction Materials)
Supply Cataloger (Chemicals and Drugs)
Supply Cataloger (Clothing and Textiles)
Supply Cataloger (Communication and Electronic Equipment)
Supply Cataloger (Electrical Equipment)
Supply Cataloger (Food and Related Equipment)
Supply Cataloger (Fuels and Lubricants)

CAR-570-5

Supply Cataloger (Metals and Minerals)
 Supply Cataloger (Furniture, Office Machines
 and Office Supplies)
 Supply Cataloger (Machine and Hand Tools)
 Supply Cataloger (Precision Instruments)
 Supply Cataloger (Machinery)
 Supply Cataloger (Medical Equipment and Supplies)
 Supply Cataloger (Automotive Vehicles)
 Supply Cataloger (Photographic Equipment and
 Supplies)
 Supply Cataloger (Railroad Equipment)
 Supply Cataloger (Nautical Materials)
 Supply Cataloger (Ordnance)
 Supply Cataloger (General)
 Supply Catalog Clerk Supervisor

CAF-570-7

Supply Cataloger (Aeronautical Materials)
 Supply Cataloger (Buildings and Construction
 Materials)
 Supply Cataloger (Chemicals and Drugs)
 Supply Cataloger (Clothing and Textiles)
 Supply Cataloger (Communication and Electronic
 Equipment)
 Supply Cataloger (Electrical Equipment)
 Supply Cataloger (Food and Related Equipment)
 Supply Cataloger (Fuels and Lubricants)
 Supply Cataloger (Metals and Minerals)
 Supply Cataloger (Furniture, Office Machines
 and Office Supplies)
 Supply Cataloger (Machine and Hand Tools)
 Supply Cataloger (Precision Instruments)
 Supply Cataloger (Machinery)
 Supply Cataloger (Medical Equipment and Supplies)
 Supply Cataloger (Automotive Vehicles)
 Supply Cataloger (Photographic Equipment and
 Supplies)
 Supply Cataloger (Railroad Equipment)
 Supply Cataloger (Nautical Equipment)
 Supply Cataloger (Ordnance)
 Supply Cataloger (General)
 Supply Catalog Clerk Supervisor

CAF-570-9

Supply Cataloger (Aeronautical Materials)
 Supply Cataloger (Buildings and Construction
 Materials)
 Supply Cataloger (Chemicals and Drugs)
 Supply Cataloger (Clothing and Textiles)
 Supply Cataloger (Communication and Electronic
 Equipment)
 Supply Cataloger (Electrical Equipment)
 Supply Cataloger (Food and Related Equipment)

Supply Cataloger (Metals and Minerals)
 Supply Cataloger (Furniture, Office Machines
 and Office Supplies)
 Supply Cataloger (Machine and Hand Tools)
 Supply Cataloger (Precision Instruments)
 Supply Cataloger (Machinery)
 Supply Cataloger (Medical Equipment and Supplies)
 Supply Cataloger (Automotive Vehicles)
 Supply Cataloger (Photographic Equipment and
 Supplies)
 Supply Cataloger (Railroad Equipment)
 Supply Cataloger (Nautical Materials)
 Supply Cataloger (Ordnance)
 Supply Cataloger (General)
 Supply Cataloger Clerk Supervisor

CAP-570-7

Supply Cataloger (Aeronautical Materials)
 Supply Cataloger (Buildings and Construction
 Materials)
 Supply Cataloger (Chemicals and Drugs)
 Supply Cataloger (Clothing and Textiles)
 Supply Cataloger (Communication and Electronic
 Equipment)
 Supply Cataloger (Electrical Equipment)
 Supply Cataloger (Food and Related Equipment)
 Supply Cataloger (Fuels and Lubricants)
 Supply Cataloger (Metals and Minerals)
 Supply Cataloger (Furniture, Office Machines
 and Office Supplies)
 Supply Cataloger (Machine and Hand Tools)
 Supply Cataloger (Precision Instruments)
 Supply Cataloger (Machinery)
 Supply Cataloger (Medical Equipment and Supplies)
 Supply Cataloger (Automotive Vehicles)
 Supply Cataloger (Photographic Equipment and
 Supplies)
 Supply Cataloger (Railroad Equipment)
 Supply Cataloger (Nautical Materials)
 Supply Cataloger (Ordnance)
 Supply Cataloger (General)
 Supply Cataloger Clerk Supervisor

CAP-570-8

Supply Cataloger (Aeronautical Materials)
 Supply Cataloger (Buildings and Construction
 Materials)
 Supply Cataloger (Chemicals and Drugs)
 Supply Cataloger (Clothing and Textiles)
 Supply Cataloger (Communication and Electronic
 Equipment)
 Supply Cataloger (Electrical Equipment)
 Supply Cataloger (Food and Related Equipment)

Supply Cataloger (Fuels and Lubricants)
 Supply Cataloger (Metals and Minerals)
 Supply Cataloger (Furniture, Office Machines
 and Office Supplies)
 Supply Cataloger (Machine and Hand Tools)
 Supply Cataloger (Precision Instruments)
 Supply Cataloger (Machinery)
 Supply Cataloger (Medical Equipment and Supplies)
 Supply Cataloger (Automotive Vehicles)
 Supply Cataloger (Photographic Equipment and
 Supplies)
 Supply Cataloger (Railroad Equipment)
 Supply Cataloger (Nautical Equipment)
 Supply Cataloger (Ordnance)
 Supply Cataloger (General)
 Supply Cataloging Supervisor (Aeronautical
 Materials)
 Supply Cataloging Supervisor (Building and
 Construction Materials)
 Supply Cataloging Supervisor (Chemicals and
 Drugs)
 Supply Cataloging Supervisor (Clothing and Tex-
 tiles)
 Supply Cataloging Supervisor (Communication and
 Electronic Equipment)
 Supply Cataloging Supervisor (Electrical Equip-
 ment)
 Supply Cataloging Supervisor (Food and Related
 Equipment)
 Supply Cataloging Supervisor (Fuels and Lubri-
 cants)
 Supply Cataloging Supervisor (Metals and Minerals)
 Supply Cataloging Supervisor (Furniture, Office
 Machines and Office Supplies)
 Supply Cataloging Supervisor (Machine and Hand
 Tools)
 Supply Cataloging Supervisor (Precision Instru-
 ments)
 Supply Cataloging Supervisor (Machinery)
 Supply Cataloging Supervisor (Medical Equipment
 and Supplies)
 Supply Cataloging Supervisor (Automotive
 Vehicles)
 Supply Cataloging Supervisor (Photographic Equip-
 ment and Supplies)
 Supply Cataloging Supervisor (Railroad Equipment)
 Supply Cataloging Supervisor (Nautical Equipment)
 Supply Cataloging Supervisor (Ordnance)
 Supply Cataloging Supervisor (General)

CAF-570-11

Supply Cataloger (Aeronautical Materials)
Supply Cataloger (Buildings and Construction
Materials)
Supply Cataloger (Chemicals and Drugs)
Supply Cataloger (Clothing and Textiles)
Supply Cataloger (Communication and Electronic
Equipment)
Supply Cataloger (Electrical Equipment)
Supply Cataloger (Food and Related Equipment)
Supply Cataloger (Fuels and Lubricants)
Supply Cataloger (Metals and Minerals)
Supply Cataloger (Furniture, Office Machines
and Office Supplies)
Supply Cataloger (Machine and Hand Tools)
Supply Cataloger (Precision Instruments)
Supply Cataloger (Machinery)
Supply Cataloger (Medical Equipment and Supplies)
Supply Cataloger (Automotive Vehicles)
Supply Cataloger (Photographic Equipment and
Supplies)
Supply Cataloger (Railroad Equipment)
Supply Cataloger (Nautical Equipment)
Supply Cataloger (Ordnance)
Supply Cataloger (General)
Supply Cataloging Supervisor (Aeronautical
Materials)
Supply Cataloging Supervisor (Building and
Construction Materials)
Supply Cataloging Supervisor (Chemicals and
Drugs)
Supply Cataloging Supervisor (Clothing and Tex-
tiles)
Supply Cataloging Supervisor (Communication and
Electronic Equipment)
Supply Cataloging Supervisor (Electrical Equip-
ment)
Supply Cataloging Supervisor (Food and Related
Equipment)
Supply Cataloging Supervisor (Fuels and Lubri-
cants)
Supply Cataloging Supervisor (Metals and Minerals)
Supply Cataloging Supervisor (Furniture, Office
Machines and Office Supplies)
Supply Cataloging Supervisor (Machine and Hand
Tools)
Supply Cataloging Supervisor (Precision Instru-
ments)
Supply Cataloging Supervisor (Machinery)
Supply Cataloging Supervisor (Medical Equipment
and Supplies)

CAF-570-11

Supply Cataloger (Aeronautical Materials)
Supply Cataloger (Buildings and Construction Materials)
Supply Cataloger (Chemicals and Drugs)
Supply Cataloger (Clothing and Textiles)
Supply Cataloger (Communication and Electronic Equipment)
Supply Cataloger (Electrical Equipment)
Supply Cataloger (Food and Related Equipment)
Supply Cataloger (Fuels and Lubricants)
Supply Cataloger (Metals and Minerals)
Supply Cataloger (Furniture, Office Machines and Office Supplies)
Supply Cataloger (Machine and Hand Tools)
Supply Cataloger (Precision Instruments)
Supply Cataloger (Machinery)
Supply Cataloger (Medical Equipment and Supplies)
Supply Cataloger (Automotive Vehicles)
Supply Cataloger (Photographic Equipment and Supplies)
Supply Cataloger (Railroad Equipment)
Supply Cataloger (Nautical Equipment)
Supply Cataloger (Ordnance)
Supply Cataloger (General)
Supply Cataloging Supervisor (Aeronautical Materials)
Supply Cataloging Supervisor (Building and Construction Materials)
Supply Cataloging Supervisor (Chemicals and Drugs)
Supply Cataloging Supervisor (Clothing and Textiles)
Supply Cataloging Supervisor (Communication and Electronic Equipment)
Supply Cataloging Supervisor (Electrical Equipment)
Supply Cataloging Supervisor (Food and Related Equipment)
Supply Cataloging Supervisor (Fuels and Lubricants)
Supply Cataloging Supervisor (Metals and Minerals)
Supply Cataloging Supervisor (Furniture, Office Machines and Office Supplies)
Supply Cataloging Supervisor (Machine and Hand Tools)
Supply Cataloging Supervisor (Precision Instruments)
Supply Cataloging Supervisor (Machinery)
Supply Cataloging Supervisor (Medical Equipment and Supplies)

Supply Cataloging Supervisor	(Automotive Vehicles)
Supply Cataloging Supervisor	(Photographic Equipment and Supplies)
Supply Cataloging Supervisor	(Railroad Equipment)
Supply Cataloging Supervisor	(Nautical Equipment)
Supply Cataloging Supervisor	(Ordnance)
Supply Cataloging Supervisor	(General)

CAF-570-12

Supply Cataloger	
Supply Cataloging Supervisor	(Aeronautical Materials)
Supply Cataloging Supervisor	(Building and Construction Materials)
Supply Cataloging Supervisor	(Chemicals and Drugs)
Supply Cataloging Supervisor	(Clothing and Textiles)
Supply Cataloging Supervisor	(Communication and Electronic Equipment)
Supply Cataloging Supervisor	(Electrical Equipment)
Supply Cataloging Supervisor	(Food and Related Equipment)
Supply Cataloging Supervisor	(Fuels and Lubricants)
Supply Cataloging Supervisor	(Metals and Minerals)
Supply Cataloging Supervisor	(Furniture, Office Machines and Office Supplies)
Supply Cataloging Supervisor	(Machine and Hand Tools)
Supply Cataloging Supervisor	(Precision Instruments)
Supply Cataloging Supervisor	(Machinery)
Supply Cataloging Supervisor	(Medical Equipment and Supplies)
Supply Cataloging Supervisor	(Automotive Vehicles)
Supply Cataloging Supervisor	(Photographic Equipment and Supplies)
Supply Cataloging Supervisor	(Railroad Equipment)
Supply Cataloging Supervisor	(Nautical Equipment)
Supply Cataloging Supervisor	(Ordnance)
Supply Cataloging Supervisor	(General)

CAF-570-13

Supply Cataloger
Supply Cataloging Supervisor (General)

CAF-570-14

Supply Cataloger
Supply Cataloging Administrator

CAR-570-12

CAR-570-13

CAR-570-14

Supply Cataloging Administrator

Supply Cataloger

Supply Cataloging Supervisor (General)

Supply Cataloger

- Supply Cataloging Supervisor (General)
- Supply Cataloging Supervisor (Ordnance)
- Supply Cataloging Supervisor (Medical Equipment)
- Supply Cataloging Supervisor (Railroad Equipment)
- Supply Cataloging Supervisor (Automotive Vehicles)
- Supply Cataloging Supervisor (Medical Equipment and Supplies)
- Supply Cataloging Supervisor (Medical Equipment)
- Supply Cataloging Supervisor (Machinery)
- Supply Cataloging Supervisor (Precision Instruments)
- Supply Cataloging Supervisor (Tools)
- Supply Cataloging Supervisor (Machines and Hand Tools)
- Supply Cataloging Supervisor (Machines and Office Supplies)
- Supply Cataloging Supervisor (Furniture, Office)
- Supply Cataloging Supervisor (Metals and Minerals)
- Supply Cataloging Supervisor (Rubber and Plastics)
- Supply Cataloging Supervisor (Fuels and Lubricants)
- Supply Cataloging Supervisor (Wood and Related Products)
- Supply Cataloging Supervisor (Electrical Equipment)
- Supply Cataloging Supervisor (Communication and Electronics)
- Supply Cataloging Supervisor (Clothing and Textiles)
- Supply Cataloging Supervisor (Chemicals and Drugs)
- Supply Cataloging Supervisor (Construction Materials)
- Supply Cataloging Supervisor (Building and Materials)
- Supply Cataloging Supervisor (Aeronautical Materials)
- Supply Cataloger
- Supply Cataloging Supervisor (General)
- Supply Cataloging Supervisor (Automotive Vehicles)
- Supply Cataloging Supervisor (Photographic Equipment and Supplies)
- Supply Cataloging Supervisor (Railroad Equipment)
- Supply Cataloging Supervisor (Medical Equipment)
- Supply Cataloging Supervisor (Ordnance)
- Supply Cataloging Supervisor (General)

CAF-575-0 SUPPLY REQUIREMENTS AND DISTRIBUTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the determination of present and future supply requirements, in the establishment and revision of basic, special, or initial supply allowances, and in determining the general distribution or redistribution of supplies, equipment, and other material among major supply depots or stations.

CAF-575-5 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Distribution Officer

Skills and Operations: Familiarity with such supply functions as purchase, budget, storage and issue, shipment.

CAF-575-7 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Allowances Officer
Supply Distribution Officer

CAF-575-9 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Allowances Officer
Supply Distribution Officer

CAF-575-11 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Allowance Officer
Supply Distribution Officer

CAF-575-12 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Distribution Officer

CAF-575-13 Supply Requirements and Distribution Officer
(General)
Supply Requirements Officer
Supply Distribution Officer

CAR-575-0 SUPPLY REQUIREMENTS AND DISTRIBUTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the determination of present and future supply requirements, in the establishment and revision of basic, special, or initial supply allowances, and in determining the general distribution or redistribution of supplies, equipment, and other material among major supply depots or stations.

CAR-575-5 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Distribution Officer

Skills and Operations: Familiarity with such supply

functions as purchase, budget, storage and issue, shipment.

CAR-575-7 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Allowance Officer
Supply Distribution Officer

CAR-575-8 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Allowance Officer
Supply Distribution Officer

CAR-575-11 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Allowance Officer
Supply Distribution Officer

CAR-575-12 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Distribution Officer

CAR-575-13 Supply Requirements and Distribution Officer
(General)

Supply Requirements Officer
Supply Distribution Officer

CAF-610-0

CLAIMS EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work, not requiring full professional legal training, involved in examining, developing, adjudicating, and reviewing claims filed with, by, or against the government under various laws and regulations having force and effect of law, for rights, benefits, gratuities, payments, or other relief.

CAF-610-3 Claims Examiner

Skills and Operations: Deductions; deposits; rate of interest; balance statements.

CAF-610-4 Claims Examiner

Skills and Operations: Refund and credit of taxes, involving examination of sales contracts, invoices, bills of lading, purchase orders, leases, conditional sales, contracts, repossessions, sales for export, repurchases, exchanges, and prices.

CAF-610-5 Claims Examiner

CAF-610-6 Claims Examiner

Skills and Operations: Knowledge of cost-plus-fixed-fee contracts and lump-sum contracts and annuities.

CAF-610-7 Claims Examiner

CAF-610-8 Claims Examiner

CAF-610-9 Claims Examiner

CAF-610-10 Claims Examiner

CAF-610-11 Claims Examiner (Supervisor)

CAF-610-12 Claims Examiner (Supervisor)

CLAIMS EXAMINING SERIES

CAP-610-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work, not requiring full professional legal training, involved in examining, developing, adjudicating, and reviewing claims filed with, by, or against the government under various laws and regulations having force and effect of law, for rights, benefits, gratuities, payments, or other relief.

CAP-610-2 Claims Examiner

Skills and Operations: Deductions; deposits; rate of

interest; balance statements.

CAP-610-4 Claims Examiner

Skills and Operations: Refund and credit of taxes, in-

volving examination of sales contracts, invoices, bills of lading, purchase orders, leases, conditional sales, contracts, repossession, sales for export, repurchases, exchanges, and prices.

CAP-610-5 Claims Examiner

CAP-610-6 Claims Examiner

Skills and Operations: Knowledge of cost-plus-fixed-fee

contracts and lump-sum contracts and annuities.

CAP-610-7 Claims Examiner

CAP-610-8 Claims Examiner

CAP-610-9 Claims Examiner

CAP-610-10 Claims Examiner

CAP-610-11 Claims Examiner (Supervisor)

CAP-610-12 Claims Examiner (Supervisor)

CAF-610-13 Claims Examiner (Supervisor)

CAF-625-0 CONTACT REPRESENTATIVE SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform legal clerical work involving the application of a knowledge of particular laws, regulations, precedents, and departmental practice based thereon, but not requiring full professional legal training, in assisting claimants or their representatives in presenting claims for rights, benefits, or privileges to which they are entitled under various war benefit, social welfare, or similar statutes.

CAF-625-3 Contact Representative

Skills and Operations: Knowledge of insurance and loans.

CAF-625-4 Contact Representative

CAF-625-5 Contact Representative

CAF-625-6 Contact Representative

CAF-625-7 Contact Representative

CAF-625-8 Contact Representative

CAF-625-9 Contact Representative

CAF-630-0 CUSTOMS ENTRY SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involving the examination, acceptance, processing, or issuance of documents required for the entry of imported merchandise into the United States, the computation of customs duties and internal revenue taxes accruing on such imported merchandise, or the ascertainment or drawback to be paid on exported articles manufactured with the use of duty-paid or tax-paid merchandise, and requiring application of provisions of the Tariff Act, regulations under the act, related laws and regulations, and administrative and court decisions.

CAF-630-4 Customs Entry Clerk (Auxiliary Entries)

CAF-610-13 Claims Examiner (Supervisor)

CAF-625-0 CONTACT REPRESENTATIVE SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform legal claim- and work involving the application of a knowledge of particular laws, regulations, precedents, and departmental practice based thereon, but not requiring full professional legal training, in assisting claimants or their representatives in presenting claims for rights, benefits, or privileges to which they are entitled under various war benefit, social welfare, or similar statutes.

CAF-625-3 Contact Representative

Skills and Operations: Knowledge of insurance and loans.

CAF-625-4 Contact Representative

CAF-625-5 Contact Representative

CAF-625-6 Contact Representative

CAF-625-7 Contact Representative

CAF-625-8 Contact Representative

CAF-625-9 Contact Representative

CAF-630-0 CUSTOMS ENTRY SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involv- ing the examination, acceptance, processing, or issuance of documents required for the entry of imported merchandise into the United States, the computation of customs duties and in- ternal revenue taxes accruing on such imported merchandise, or the ascertainment or drawback to be paid on exported articles manufactured with the use of duty-paid or tax-paid merchandise, and requiring application of provisions of the Tariff Act, regulations under the act, related laws and regulations, and administrative and court decisions.

CAF-630-4 Customs Entry Clerk (Auxiliary Entries)

CAF-630-5 Customs Entry Clerk (Auxiliary Entries)
 Customs Liquidating Clerk
 Customs Liquidating Clerk (Drawback)

Skills and Operations: Knowledge of weights and measures; rapidity and accuracy in making arithmetic computations for the assessment of duties, taxes, insurance, etc.

CAF-630-6 Customs Entry Clerk (Auxiliary Entries)
 Customs Entry Clerk (Informal Entries)
 Customs Liquidating Clerk (Warehouse Accounts)
 Customs Liquidating Clerk (Informal Entries)

CAF-630-7 Customs Entry Officer
 Customs Entry Officer (Informal Entries)
 Customs Liquidator (Wool Bond)

CAF-630-8 Customs Entry Officer
 Customs Entry Officer (Auxiliary Entries)
 Customs Liquidator
 Customs Liquidator (Drawback)

CAF-630-9 Customs Entry Officer
 Customs Entry Officer (Baggage Entries)
 Customs Entry Officer (Auxiliary Entries)
 Customs Entry Officer (Informal Entries)
 Customs Liquidator
 Customs Liquidator (Drawback)

CAF-630-10 Customs Entry Officer
 Customs Liquidator
 Customs Liquidator (Drawback)

CAF-630-11 Customs Entry Officer
 Customs Entry Officer (Informal Entries)
 Customs Liquidator
 Customs Liquidator (Drawback)

CAF-630-12 Customs Entry Officer
 Customs Liquidator
 Customs Liquidator (Drawback)

CAF-630-13 Customs Entry Officer
 Customs Liquidator

CAP-830-5 Customs Entry Clerk (Auxiliary Entries)
Customs Inspecting Clerk
Customs Inspecting Clerk (Drawback)

Skills and Operations: Knowledge of weights and measures;
rapidity and accuracy in making arithmetic computations for the
assessment of duties, taxes, insurance, etc.

CAP-830-6 Customs Entry Clerk (Auxiliary Entries)
Customs Entry Clerk (Informal Entries)
Customs Inspecting Clerk (Warehouse Accounts)
Customs Inspecting Clerk (Informal Entries)

CAP-830-7 Customs Entry Officer
Customs Entry Officer (Informal Entries)
Customs Inspector (Wool Bond)

CAP-830-8 Customs Entry Officer
Customs Entry Officer (Auxiliary Entries)
Customs Inspector
Customs Inspector (Drawback)

CAP-830-9 Customs Entry Officer
Customs Entry Officer (Baggage Entries)
Customs Entry Officer (Auxiliary Entries)
Customs Entry Officer (Informal Entries)
Customs Inspector
Customs Inspector (Drawback)

CAP-830-10 Customs Entry Officer
Customs Inspector
Customs Inspector (Drawback)

CAP-830-11 Customs Entry Officer
Customs Entry Officer (Informal Entries)
Customs Inspector
Customs Inspector (Drawback)

CAP-830-12 Customs Entry Officer
Customs Inspector
Customs Inspector (Drawback)

CAP-830-13 Customs Entry Officer
Customs Inspector

CAF-635-0

CUSTOMS MARINE OFFICER SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the enforcement of the Navigation Laws, regulations and rulings of the Bureau of Customs, and administrative and court decisions affecting the documentation, examination, and maintenance of records of title, and entrance and clearance of vessels.

Skills and Operations: Knowledge of bills of sale, mortgages, liens, etc.; ability to assess taxes and fees at the appropriate rates; admeasurement work skills.

CAF-635-8 Customs Marine Officer (Documentation)
Customs Marine Officer (Entrance and Clearance)
Customs Marine Officer (General)

CAF-635-9 Customs Marine Officer (Documentation)
Customs Marine Officer (General)

CAF-635-10 Customs Marine Officer (Documentation)
Customs Marine Officer (Entrance and Clearance)
Customs Marine Officer (General)

CAF-635-11 Customs Marine Officer (General)

CAF-635-13 Customs Marine Officer (General)

CAF-640-0

DOCKET CLERK SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in the receipt, docketing, indexing, and filing of legal papers in connection with proceedings instituted before a court, board, commission, or other body possessing judicial or quasi-judicial powers; or in the preparation and maintenance of calendars of cases scheduled for hearing; or, in the capacity of hearing clerk, in rendering clerical assistance to presiding officials during the conduct of quasi-judicial proceedings.

CAF-640-3 Docket Clerk

CAF-640-4 Docket Clerk

CUSTOMS MARINE OFFICER SERIES

CAP-835-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the enforcement of the navigation laws, regulations and rulings of the Bureau of Customs, and administrative and control decisions affecting the documentation, examination, and maintenance of records of title, and entrance and clearance of vessels.

Skills and Operations: Knowledge of bills of lading, work-

papers, liens, etc.; ability to assess taxes and fees at the

appropriate rates; advancement work skills.

CAP-835-8 Customs Marine Officer (Documentation)
Customs Marine Officer (Entrance and Clearance)
Customs Marine Officer (General)

CAP-835-9 Customs Marine Officer (Documentation)
Customs Marine Officer (General)

CAP-835-10 Customs Marine Officer (Documentation)
Customs Marine Officer (Entrance and Clearance)
Customs Marine Officer (General)

CAP-835-11 Customs Marine Officer (General)

CAP-835-12 Customs Marine Officer (General)

DOCKET CLERK SERIES

CAP-840-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in the receipt, docketing, indexing, and filing of legal papers in connection with proceedings instituted before a court, board, commission, or other body possessing judicial or quasi-judicial powers; or in the preparation and maintenance of calendars of cases scheduled for hearing; or, in the capacity of hearing clerk, in rendering clerical assistance to presiding officials during the conduct of quasi-judicial proceedings.

CAP-840-3 Docket Clerk

CAP-840-4 Docket Clerk

CAF-640-5 Docket Clerk

CAF-650-0

LEGAL EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work, other than claims examining, involving the application of a knowledge of particular laws, or of regulations, precedents, or departmental practice based thereon, but not requiring full professional legal training.

Skills and Operations: Accuracy in making arithmetic computations and alertness in detecting inconsistencies and inaccuracies.

CAF-650-3 Legal Examiner

CAF-650-4 Legal Examiner

CAF-650-5 Legal Examiner

CAF-810, 812, 814-0 ADDRESSING EQUIPMENT OPERATING SERIES

These series include all classes of positions the duties of which are to supervise or perform work involved in the operation of addressing or address plate-cutting machines and equipment.

CAF-810-0

ADDRESSING MACHINE OPERATOR

CAF-810-1 Addressing Machine Operator

CAF-810-2 Addressing Machine Operator

Skills and Operations: Ability to keep necessary work records.

CAF-810-3 Addressing Machine Operator

CAF-810-4 Addressing Machine Operator

CAP-840-8 Pocket Clerk

CAP-850-0 LEGAL EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work, other than claims examining, involving the application of a knowledge of particular laws, or of regulations, precedents, or departmental practice based thereon, but not requiring full professional legal training.

Skills and Operations: Accuracy in making arithmetic computations and alertness in detecting inconsistencies and inaccuracies.

CAP-850-3 Legal Examiner

CAP-850-4 Legal Examiner

CAP-850-5 Legal Examiner

CAP-810, 812, 814-0 ADDRESSING EQUIPMENT OPERATING SERIES

These series include all classes of positions the duties of which are to supervise or perform work involved in the operation of addressing or address plate-cutting machines and equipment.

CAP-810-0 ADDRESSING MACHINE OPERATOR

CAP-810-1 Addressing Machine Operator

CAP-810-2 Addressing Machine Operator

Skills and Operations: Ability to keep necessary work

records.

CAP-810-3 Addressing Machine Operator

CAP-810-4 Addressing Machine Operator

CAF-810-5 Addressing Machine Unit Supervisor

CAF-810-6 Addressing Machine Unit Supervisor

CAF-812-0 GRAPHOTYPE OPERATOR

CAF-812-1 Graphotype Operator

CAF-812-2 Graphotype Operator

CAF-812-3 Graphotype Operator

CAF-812-4 Graphotype Operator (Supervisory)

CAF-812-5 Graphotype Operator (Supervisory)

Skills and Operations: Maintenance of records and files.

CAF-812-6 Graphotype Unit Supervisor

CAF-814-0 ADDRESSING MACHINE AND GRAPHOTYPE OPERATOR

CAF-814-1 Addressing Machine and Graphotype Operator

CAF-814-2 Addressing Machine and Graphotype Operator

Skills and Operations: Ability to keep work-records.

CAF-814-3 Addressing Machine and Graphotype Operator

CAF-814-4 Mechanical Addressing Unit Supervisor

CAF-814-5 Mechanical Addressing Unit Supervisor

CAF-814-6 Mechanical Addressing Unit Supervisor

CAF-814-7 Mechanical Addressing Unit Supervisor

CAF-820-0 BOOKKEEPING MACHINE OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the

This series includes all classes of positions the duties of which are to supervise or perform work involved in the

BOOKKEEPING MACHINE OPERATING SERIES

- CAP-814-0 Mechanical Addressing Unit Supervisor
- CAP-814-1 Mechanical Addressing Unit Supervisor
- CAP-814-2 Mechanical Addressing Unit Supervisor
- CAP-814-3 Mechanical Addressing Unit Supervisor
- CAP-814-4 Mechanical Addressing Unit Supervisor
- CAP-814-5 Addressing Machine and Graphotype Operator

Skills and Operations: Ability to keep work-records.

- CAP-814-6 Addressing Machine and Graphotype Operator
- CAP-814-7 Addressing Machine and Graphotype Operator

ADDRESSING MACHINE AND GRAPHOTYPE OPERATOR

- CAP-813-8 Graphotype Unit Supervisor

Skills and Operations: Maintenance of records and files.

- CAP-813-9 Graphotype Operator (Supervisory)
- CAP-813-1 Graphotype Operator
- CAP-813-2 Graphotype Operator
- CAP-813-3 Graphotype Operator
- CAP-813-4 Graphotype Operator (Supervisory)
- CAP-813-5 Graphotype Operator (Supervisory)

GRAPHOTYPE OPERATOR

- CAP-810-6 Addressing Machine Unit Supervisor
- CAP-810-7 Addressing Machine Unit Supervisor

operation of flatbed, adding-bookkeeping, typewriting-bookkeeping, or other type of bookkeeping machines, or in the operation of such machines as the electric analysis register in the multiple-total distribution of cash and other receipts.

Skills and Operations: Aptitude for figures.

CAF-820-2 Bookkeeping Machine Operator
CAF-820-3 Bookkeeping Machine Operator
CAF-820-4 Bookkeeping Machine Unit Supervisor

CAF-832-0 CALCULATING MACHINE OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of adding or other calculating machines.

Skills and Operations: Aptitude for figures.

CAF-832-1 Calculating Machine Operator
CAF-832-2 Calculating Machine Operator
CAF-832-3 Calculating Machine Operator
CAF-832-4 Calculating Machine Operator
CAF-832-5 Calculating Machine Unit Supervisor
CAF-832-6 Calculating Machine Unit Supervisor
CAF-832-7 Calculating Machine Unit Supervisor

CAF-840, 842, 844, 848-0 DUPLICATING EQUIPMENT
OPERATING SERIES

These series include all classes of positions the duties of which are to supervise, arrange for, or perform work involved in the operation of one or more types of duplicating equipment.

operation of flatbed, adding-bookkeeping, typewriting-bookkeeping, or other type of bookkeeping machines, or in the operation of such machines as the electric analysis register in the multiple-total distribution of cash and other receipts.

Skills and Operations: Aptitude for figures.

CAP-830-2	Bookkeeping Machine Operator
CAP-830-3	Bookkeeping Machine Operator
CAP-830-4	Bookkeeping Machine Unit Supervisor

CAP-832-0 CALCULATING MACHINE OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of adding or other calculating machines.

Skills and Operations: Aptitude for figures.

CAP-832-1	Calculating Machine Operator
CAP-832-2	Calculating Machine Operator
CAP-832-3	Calculating Machine Operator
CAP-832-4	Calculating Machine Operator
CAP-832-5	Calculating Machine Unit Supervisor
CAP-832-6	Calculating Machine Unit Supervisor
CAP-832-7	Calculating Machine Unit Supervisor

CAP-840, 841, 842, 843, 848-0 Duplicating Equipment Operating Series

These series include all classes of positions the duties of which are to supervise, arrange for, or perform work involved in the operation of one or more types of duplicating equipment.

CAF-840-0 MIMEOGRAPH OPERATOR

CAF-840-1 Mimeograph Operator

CAF-840-2 Mimeograph Operator

CAF-840-3 Mimeograph Unit Supervisor

CAF-842-0 MULTIGRAPH OPERATOR

CAF-842-2 Multigraph Operator

CAF-842-3 Multigraph Operator

CAF-842-4 Multigraph Unit Supervisor

CAF-844-0 MULTILITH OPERATOR

Skills and Operations: Knowledge of reproduction of charts, graphs, and statistical matter.

CAF-844-2 Multilith Operator

Skills and Operations: Reproduction of exact-scale, close-register maps.

CAF-844-4 Multilith Operator

CAF-848-0 MISCELLANEOUS DUPLICATING EQUIPMENT OPERATOR

CAF-848-1 Miscellaneous Duplicating Equipment Operator

CAF-848-2 Miscellaneous Duplicating Equipment Operator

CAF-848-3 Miscellaneous Duplicating Equipment Operator

CAF-848-4 Miscellaneous Duplicating Unit Supervisor

CAF-848-5 Miscellaneous Duplicating Unit Supervisor

CAP-840-0	MIMOGRAPH OPERATOR
CAP-840-1	Mimograph Operator
CAP-840-2	Mimograph Operator
CAP-840-3	Mimograph Unit Supervisor
CAP-842-0	MULTIGRAPH OPERATOR
CAP-842-1	Multigraph Operator
CAP-842-2	Multigraph Operator
CAP-842-3	Multigraph Unit Supervisor
CAP-844-0	MULTIFITH OPERATOR
CAP-844-1	Multifith Operator
CAP-844-2	Multifith Operator
CAP-844-3	Multifith Operator
CAP-844-4	Multifith Operator
CAP-846-0	MISCELLANEOUS DUPLICATING EQUIPMENT OPERATOR
CAP-846-1	Miscellaneous Duplicating Equipment Operator
CAP-846-2	Miscellaneous Duplicating Equipment Operator
CAP-846-3	Miscellaneous Duplicating Equipment Operator
CAP-846-4	Miscellaneous Duplicating Unit Supervisor
CAP-846-5	Miscellaneous Duplicating Unit Supervisor

Skills and Operations: Knowledge of reproduction of charts, graphs, and statistical matter.

Skills and Operations: Reproduction of exact-scale, close-register maps.

CAF-860-0 MISCELLANEOUS OFFICE APPLIANCE OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of one or more office appliances not specifically provided for by type or purpose in other series or classes.

CAF-860-1 Miscellaneous Office Appliance Operator

CAF-860-2 Miscellaneous Office Appliance Operator

CAF-860-3 Miscellaneous Office Appliance Operator

Skills and Operations: Maintain time and production records.

CAF-860-4 Miscellaneous Office Appliance Unit Supervisor

CAF-860-5 Miscellaneous Office Appliance Unit Supervisor

CAF-880, 884, 886-0 MECHANICAL TABULATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of one or more types of tabulating equipment.

CAF-880-0 CARD PUNCH OPERATION SUBSERIES

This subseries includes all classes of positions the duties of which are to perform work involving the manual operation of card punch machines to record data on tabulating cards and/or to verify data punched in such cards. Included is the manual gang-punching of cards by means of stylus setting, by the depression of type bars, or by use of master cards.

CAF-880-1 Card Punch Operator

CAF-880-2 Card Punch Operator

Skills and Operations: Maintenance of time and production records.

CAP-880-0 MISCELLANEOUS OFFICE APPLIANCE OPERATING SERIES
This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of one or more office appliances not specifically provided for by type or purpose in other series or classes.

- CAP-880-1 Miscellaneous Office Appliance Operator
- CAP-880-2 Miscellaneous Office Appliance Operator
- CAP-880-3 Miscellaneous Office Appliance Operator

Skills and Operations: Maintain time and production

records.

- CAP-880-4 Miscellaneous Office Appliance Unit Supervisor
- CAP-880-5 Miscellaneous Office Appliance Unit Supervisor

CAP-880, 881, 882-0 MECHANICAL TABULATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of one or more types of tabulating equipment.

CAP-880-0 CARD PUNCH OPERATION SUBSERIES

This subseries includes all classes of positions the duties of which are to perform work involving the manual operation of card punch machines to record data on tabulating cards and/or to verify data punched in such cards. Included is the manual ream-punching of cards by means of styling sets, by the depression of type bars, or by use of master cards.

- CAP-880-1 Card Punch Operator
- CAP-880-2 Card Punch Operator

Skills and Operations: Maintenance of time and production

records.

CAF-880-3 Card Punch Operator
Card Punch Operation Supervisor

CAF-880-4 Card Punch Operation Supervisor

CAF-880-5 Card Punch Operation Supervisor

CAF-880-6 Card Punch Operation Supervisor

CAF-880-7 Card Punch Operation Supervisor

CAF-882-0 SORTING MACHINE OPERATION SUBSERIES

This subseries includes all classes of positions the duties of which are to supervise or perform work which is concerned with the operation of any card-activated type of mechanical sorting machine in the alphabetical or numerical sorting and/or the counting of tabulating cards.

CAF-882-1 Sorting Machine Operator

CAF-882-2 Sorting Machine Operator

CAF-882-3 Sorting Machine Operation Supervisor

CAF-884-0 TABULATING MACHINE OPERATION SUBSERIES

This subseries includes all classes of positions the duties of which are to supervise, perform, or plan work which is concerned with the operation of all types of tabulating devices functioning on the wired-unit principle used in the mechanical tabulation and allied processing of data recorded in punched tabulating cards.

CAF-882-1 Tabulating Machine Operator

CAF-882-2 Tabulating Machine Operator

CAF-882-3 Tabulating Machine Operator

Skills and Operations: Maintenance of time and production records.

CAF-882-4 Tabulating Machine Operation Supervisor

CAP-880-5	Card Punch Operator
CAP-880-4	Card Punch Operator Supervisor
CAP-880-3	Card Punch Operator Supervisor
CAP-880-2	Card Punch Operator Supervisor
CAP-880-1	Card Punch Operator Supervisor

CAP-880-0 SORTING MACHINE OPERATION SUBSERIES

This series includes all classes of positions the duties of which are to supervise or perform work which is concerned with the operation of any card-activated type of mechanical sorting machine in the alphabetical or numerical sorting and/or the counting of tabulating cards.

CAP-882-1	Sorting Machine Operator
CAP-882-2	Sorting Machine Operator
CAP-882-3	Sorting Machine Operator Supervisor

CAP-884-0 TABULATING MACHINE OPERATION SUBSERIES

This series includes all classes of positions the duties of which are to supervise, perform, or plan work which is concerned with the operation of all types of tabulating devices functioning on the wired-unit principle used in the mechanical tabulation and allied processing of data recorded in punched tabulating cards.

CAP-882-1	Tabulating Machine Operator
CAP-882-2	Tabulating Machine Operator
CAP-882-3	Tabulating Machine Operator

Skills and Operations: Maintenance of time and production

records.

CAP-882-4	Tabulating Machine Operator Supervisor
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Tabulation Planner

Skills and Operations: Preparation of time and cost estimates.

CAF-884-5 Tabulating Machine Operation Supervisor
Tabulation Planner

CAF-884-6 Tabulating Machine Operation Supervisor
Tabulation Planner

CAF-884-7 Tabulating Machine Operation Supervisor

CAF-886-0 TABULATING EQUIPMENT OPERATION SUBSERIES

This subseries includes all classes of positions the duties of which are to perform, supervise, or plan work involving the operation of manual card punch machines, sorting machines, and wired tabulating devices utilized in the mechanical recording and tabulating of data.

CAF-886-1 Tabulating Equipment Operator

CAF-886-2 Tabulating Equipment Operator

CAF-886-3 Tabulating Equipment Operator

CAF-886-4 Tabulating Equipment Operation Supervisor

Skills and Operations: Time and cost records.

CAF-886-5 Tabulating Equipment Operation Supervisor
Tabulation Project Planner

CAF-886-6 Tabulating Equipment Operation Supervisor

CAF-886-7 Tabulating Equipment Operation Supervisor
Tabulation Project Planner

CAF-886-8 Tabulating Equipment Operation Supervisor

CAF-886-9 Tabulating Equipment Operation Supervisor
Tabulation Project Planner

CAF-886-10 Tabulating Equipment Operation Supervisor

Tabulating Planner

Skills and Operations: Preparation of time and cost

estimates.

CAP-884-5	Tabulating Machine Operation Supervisor Tabulating Planner
CAP-884-6	Tabulating Machine Operation Supervisor Tabulating Planner
CAP-884-7	Tabulating Machine Operation Supervisor

CAP-885-0 TABULATING EQUIPMENT OPERATION SUBSKILLS

This subseries includes all classes of positions the duties of which are to perform, supervise, or plan work involving the operation of manual card punch machines, sorting machines, and other tabulating devices utilized in the mechanical recording and tabulating of data.

CAP-885-1	Tabulating Equipment Operator
CAP-885-2	Tabulating Equipment Operator
CAP-885-3	Tabulating Equipment Operator
CAP-885-4	Tabulating Equipment Operation Supervisor

Skills and Operations: Time and cost records.

CAP-885-5	Tabulating Equipment Operation Supervisor Tabulating Project Planner
CAP-885-6	Tabulating Equipment Operation Supervisor
CAP-885-7	Tabulating Equipment Operation Supervisor Tabulating Project Planner
CAP-885-8	Tabulating Equipment Operation Supervisor
CAP-885-9	Tabulating Equipment Operation Supervisor Tabulating Project Planner
CAP-885-10	Tabulating Equipment Operation Supervisor

CAF-886-11 Tabulating Equipment Operation Supervisor
 Tabulation Project Planner

CAF-886-12 Tabulating Equipment Operation Supervisor

CAF-918-0 CASH ACCOUNTING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involving the receipt, examination, custody, transfer, payment, accounting for, or other handling of cash and cash items.

Skills and Operations: Ability to copy numerical data accurately.

CAF-918-1 Cash Accounting Clerk (General)

Skills and Operations: Ability to acquire familiarity with office forms and records; ability to recognize obvious errors in computation of and in statements concerning numerical data; accuracy and speed in performance of arithmetic computations.

CAF-918-2 Cash Accounting Clerk (General)

Skills and Operations: Ability to report information and numerical data on forms having a simple break-down.

CAF-918-3 Cash Accounting Clerk (Collection)
Cash Accounting Clerk (Examiner)
Cash Accounting Clerk (General)

Skills and Operations: Ability to maintain, check, and understand cash accounting and auditing records.

CAF-918-4 Cash Accounting Clerk (Teller)
Cash Accounting Clerk (Collection)
Cash Accounting Clerk (Examiner)
Cash Accounting Clerk (General)

CAP-388-11 Tabulating Equipment Operation Supervisor
 Tabulation Project Planner

CAP-388-12 Tabulating Equipment Operation Supervisor

CAP-318-0 CASH ACCOUNTING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involving the receipt, examination, custody, transfer, payment, accounting for, or other handling of cash and cash items.

Skills and Operations: Ability to copy numerical data accurately.

CAP-318-1 Cash Accounting Clerk (General)

Skills and Operations: Ability to acquire familiarity with office forms and records; ability to recognize obvious errors in completion of and in statements concerning numerical data; accuracy and speed in performance of arithmetic computations.

CAP-318-2 Cash Accounting Clerk (General)

Skills and Operations: Ability to report information and numerical data on forms having a simple break-down.

CAP-318-3 Cash Accounting Clerk (Collection)
 Cash Accounting Clerk (Examiner)
 Cash Accounting Clerk (General)

Skills and Operations: Ability to maintain, check, and understand cash accounting and auditing records.

CAP-318-4 Cash Accounting Clerk (Teller)
 Cash Accounting Clerk (Collection)
 Cash Accounting Clerk (Examiner)
 Cash Accounting Clerk (General)

Skills and Operations: Ability to adjust errors and discrepancies in records and to recapitulate and to reconcile various accounts.

CAF-918-5	Cash Accounting Clerk (Teller) Cash Accounting Clerk (Collection) Cash Accounting Clerk (Examiner) Cash Accounting Clerk (General)
CAF-918-6	Cash Accounting Clerk (Teller) Cash Accounting Clerk (General) Cash Accounting Clerk (Cashier)
CAF-918-7	Cash Accounting Assistant (Teller) Cash Accounting Assistant (General)
CAF-918-8	Cash Accounting Assistant (Teller) Cash Accounting Assistant (Cashier) Cash Accounting Assistant (General)
CAF-918-9	Cash Accounting Assistant (Teller)

CAF-940-0 INTERNAL REVENUE AGENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertinent to the determining from taxpayers' books of accounts the correct tax liability of individuals filing individual, partnership, fiduciary, corporation, and consolidated corporation income and excess profits tax returns, and estate and gift tax returns; to giving technical advice to taxpayers and taxpayers' representatives on questions involving income, excess profits, estate and gift tax matters.

Skills and Operations: Knowledge of general accounting principles; ability to analyze general bookkeeping and accounting data.

CAF-940-5	Internal Revenue Agent (Examiner)
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Skills and Operations: Knowledge of auditing principles and methods.

Skills and Operations: Ability to adjust errors and dis-

crepancies in records and to reconcile and to reconcile

various accounts.

CAP-913-6 Cash Accounting Clerk (Teller)
Cash Accounting Clerk (Collector)
Cash Accounting Clerk (Examiner)
Cash Accounting Clerk (General)

CAP-913-7 Cash Accounting Clerk (Teller)
Cash Accounting Clerk (General)
Cash Accounting Clerk (Collector)

CAP-913-8 Cash Accounting Assistant (Teller)
Cash Accounting Assistant (General)

CAP-913-9 Cash Accounting Assistant (Teller)
Cash Accounting Assistant (General)
Cash Accounting Assistant (Collector)

CAP-913-9 Cash Accounting Assistant (Teller)

CAP-940-0 INTERNAL REVENUE AGENT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to the determining from taxpayers' books of accounts the correct tax liability of individuals filing individual, partnership, fiduciary, corporation, and consolidated corporation income and excess profits tax returns, and estate and gift tax returns; to giving technical advice to taxpayers and taxpayers' representatives on questions involving income, excess profits, estate and gift tax matters.

Skills and Operations: Knowledge of general accounting

principles; ability to analyze general bookkeeping and account-

ing data.

CAP-940-5 Internal Revenue Agent (Examiner)

Skills and Operations: Knowledge of auditing principles

and methods.

CAF-940-7 Internal Revenue Agent (Examiner)

CAF-940-9 Internal Revenue Agent (Examiner)
Internal Revenue Agent (Reviewer)
Internal Revenue Agent (Conferee)

CAF-940-11 Internal Revenue Agent (Examiner)
Internal Revenue Agent (Reviewer)
Internal Revenue Agent (Conferee)

CAF-940-12 Internal Revenue Agent (Examiner)
Internal Revenue Agent (Reviewer)
Internal Revenue Agent (Conferee)

Skills and Operations: Exceptional knowledge of accounting and auditing.

CAF-940-13 Internal Revenue Agent (Examiner)
Internal Revenue Agent (Reviewer)
Internal Revenue Agent (Conferee)
Internal Revenue Agent (Assistant Revenue Agent in charge)

CAF-940-14 Internal Revenue Agent (Internal Revenue Agent in charge)
Internal Revenue Agent (Assistant Revenue Agent in charge)
Internal Revenue Agent (Technical Adviser)

CAF-940-15 Internal Revenue Agent (Internal Revenue Agent in charge)

CAF-942-0 PUBLIC DEBT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform accounting, auditing, and related clerical work such as custody, receipt, examination, and arrangements involved in the transactions in securities, stamps, and currency.

Skills and Operations: Ability to recognize obvious errors in and copy accurately numerical data; ability to perform elementary clerical work.

CAF-942-1 Public Debt Clerk (Clerical)

CAP-940-7	Internal Revenue Agent (Examiner)
CAP-940-8	Internal Revenue Agent (Examiner)
	Internal Revenue Agent (Reviewer)
	Internal Revenue Agent (Conferee)
CAP-940-11	Internal Revenue Agent (Examiner)
	Internal Revenue Agent (Reviewer)
	Internal Revenue Agent (Conferee)
CAP-940-12	Internal Revenue Agent (Examiner)
	Internal Revenue Agent (Reviewer)
	Internal Revenue Agent (Conferee)

Skills and Operations: Exceptional knowledge of accounts-

ing and auditing.

CAP-940-13	Internal Revenue Agent (Examiner)
	Internal Revenue Agent (Reviewer)
	Internal Revenue Agent (Conferee)
	Internal Revenue Agent (Assistant Revenue Agent in charge)
CAP-940-14	Internal Revenue Agent (Internal Revenue Agent in charge)
	Internal Revenue Agent (Assistant Revenue Agent in charge)
	Internal Revenue Agent (Technical Advisor)
CAP-940-15	Internal Revenue Agent (Internal Revenue Agent in charge)

CAP-940-0 PUBLIC DEBT SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform accounting, auditing, and related clerical work such as auditing, receipt, examination, and arrangements involved in the transactions in securities, stamps, and currency.

Skills and Operations: Ability to recognize obvious errors in and copy accurately numerical data; ability to perform elementary clerical work.

CAP-940-1 Public Debt Clerk (Clerical)

Skills and Operations: Ability to recognize obvious errors in the computation of and statements concerning numerical data; accuracy and speed in the performance of simple operations and arithmetical computations.

CAF-942-2 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

Skills and Operations: Ability to check and understand simple security accounting and auditing records.

CAF-942-3 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

Skills and Operations: Understand accounting and auditing records of moderate difficulty; recognize and analyze errors in accounting and auditing records and reports.

CAF-942-4 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

Skills and Operations: Understand, analyze, interpret, and coordinate various security accounting and auditing records.

CAF-942-5 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

CAF-942-6 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

CAF-942-7 Public Debt Clerk (Clerical)
Public Debt Clerk (Accounting and Auditing)

CAF-952-0 TIME AND LEAVE SERIES

This series includes all classes of positions the duties of which are to administer, advise on, supervise, or perform work pertinent to the installation, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government.

This series includes all classes of positions the duties of which are to administer, advise on, supervise, or perform work pertinent to the installation, maintenance, review, and disposition of time and leave records for civilian employees of the Federal Government.

CAP-952-0 TIME AND LEAVE SERIES

CAP-942-V Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

CAP-942-S Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

CAP-942-S Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

and coordinate various security accounting and auditing records.
Skills and Operations: Understand, analyze, interpret,

CAP-942-A Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

rors in accounting and auditing records and reports.
ing records of moderate difficulty; recognize and analyze ex-
Skills and Operations: Understand accounting and audit-

CAP-942-S Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

single security accounting and auditing records.

Skills and Operations: Ability to check and understand

CAP-942-S Public Debt Clerk (Accounting and Auditing)
Public Debt Clerk (Clerical)

actions and arithmetical computations.

cal data; accuracy and speed in the performance of simple operations in the computation of and statements concerning numerical
Skills and Operations: Ability to recognize obvious

Skills and Operations: Speed and accuracy in making the arithmetical computations necessary for the calculations of leave, time, overtime pay, etc.

CAF-952-2 Timekeeper
Time and Leave Clerk

CAF-952-3 Timekeeper
Time and Leave Clerk

CAF-952-4 Timekeeper
Time and Leave Clerk

CAF-952-5 Time and Leave Supervisor

CAF-952-6 Time and Leave Supervisor

CAF-954-0 PAY-ROLL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertinent to the preparation, verification, and agency audit of pay-rolls and related schedules and reports pertaining to civilian employees of the Federal Government.

Skills and Operations: Knowledge of the arithmetical computation of salaries of a routine nature; ability to recognize errors of addition and subtraction while copying material.

CAF-954-2 Pay-Roll Clerk

Skills and Operations: Accuracy in arithmetical operations.

CAF-954-3 Pay-Roll Clerk

CAF-954-4 Pay-Roll Clerk
Pay-Roll Supervisor

CAF-954-5 Pay-Roll Clerk
Pay-Roll Supervisor

CAF-954-6 Pay-Roll Supervisor

Skills and Operations: Speed and accuracy in making the

arithmetical computations necessary for the calculations of

leave, time, overtime pay, etc.

CAP-952-2 Timekeeper
Time and leave clerk

CAP-952-3 Timekeeper
Time and leave clerk

CAP-952-4 Timekeeper
Time and leave clerk

CAP-952-5 Time and leave supervisor

CAP-952-6 Time and leave supervisor

CAP-954-0 PAY-ROLL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to the preparation, verification, and agency audit of payrolls and related schedules and reports pertaining to civilian employees of the Federal Government.

Skills and Operations: Knowledge of the arithmetical con-

struction of salaries of a routine nature; ability to recognize

errors of addition and subtraction while copying material.

CAP-954-1 Pay-Roll Clerk

Skills and Operations: Accuracy in arithmetical opera-

tions.

CAP-954-2 Pay-Roll Clerk

CAP-954-3 Pay-Roll Clerk
Pay-Roll Supervisor

CAP-954-4 Pay-Roll Clerk
Pay-Roll Supervisor

CAP-954-5 Pay-Roll Supervisor

CAF-954-7 Pay-Roll Supervisor

CAF-956-0 TIME, LEAVE, AND PAY-ROLL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work representing a combination of the other two series (CAF-952-0 and CAF-954-0).

Skills and Operations: Speed and accuracy in making arithmetical computations necessary for time, leave, and pay-roll computation; ability to detect errors in the computations of others.

CAF-956-3 Time, Leave, and Pay-Roll Clerk

CAF-956-4 Time, Leave, and Pay-Roll Clerk

CAF-956-5 Time, Leave, and Pay-Roll Clerk

CAF-956-6 Time, Leave, and Pay-Roll Clerk

CAF-956-7 Time, Leave, and Pay-Roll Clerk

CAF-956-8 Time, Leave, and Pay-Roll Clerk

CAF-956-9 Time, Leave, and Pay-Roll Clerk

CAF-960-0 MILITARY PAY SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertinent to the computation of pay and the preparation, processing, verification, and agency audit of pay-rolls and pay records, and related reports and schedules pertaining to armed forces personnel of the United States.

Skills and Operations: Compute pay, family allowances, etc. from given rates and regulations concerning longevity, etc.

CAF-960-2 Military Pay Clerk
 Military Pay Clerk (Retirement)
 Military Pay Clerk (Allotment)

CAP-954-7 Pay-Roll Supervisor

CAP-955-8 TIME, LEAVE, AND PAY-ROLL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work requiring a combination of the other two series (CAP-952-6 and CAP-954-7).

Skills and Operations: Speed and accuracy in making arithmetical computations necessary for time, leave, and pay-roll computation; ability to detect errors in the computations of others.

CAP-956-3 Time, leave, and Pay-Roll Clerk

CAP-956-4 Time, leave, and Pay-Roll Clerk

CAP-956-5 Time, leave, and Pay-Roll Clerk

CAP-956-6 Time, leave, and Pay-Roll Clerk

CAP-956-7 Time, leave, and Pay-Roll Clerk

CAP-956-8 Time, leave, and Pay-Roll Clerk

CAP-956-9 Time, leave, and Pay-Roll Clerk

CAP-950-0 MILITARY PAY SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to the computation of pay and the preparation, processing, verification, and agency audit of pay-rolls and pay records, and related reports and documents pertaining to armed forces personnel of the United States.

Skills and Operations: Complete pay, family allowances, etc. from given rates and regulations concerning longevity, etc.

CAP-950-1 Military Pay Clerk
Military Pay Clerk (Retirement)
Military Pay Clerk (Allotment)

Skills and Operations: Ability to recognize errors in computations.

CAF-960-3	Military Pay Clerk Military Pay Clerk (Retirement) Military Allotment Clerk
CAF-960-4	Military Pay Clerk Military Pay Clerk (Retirement) Military Allotment Supervisor Military Pay Supervisor
CAF-960-5	Military Pay Supervisor Military Pay Supervisor (Retirement) Military Allotment Supervisor
CAF-960-6	Military Pay Supervisor Military Pay Supervisor (Retirement) Military Allotment Supervisor
CAF-960-7	Military Pay Supervisor Military Pay Supervisor (Retirement)

CAF-980-0 VOUCHER EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work pertinent to the examination for accuracy, legality, and compliance with regulations of vouchers, invoices, and related similar papers serving as the basis for payments of debts owed by the Federal Government, and of vouchers, invoices, and related or similar papers requesting or reporting payments to the Federal Government in connection with goods provided by the Government.

Skills and Operations: Accuracy in making and verifying arithmetical computations.

CAF-980-3	Voucher Examiner Voucher Examining Supervisor
CAF-980-4	Voucher Examiner Voucher Examining Supervisor
CAF-980-5	Voucher Examiner Voucher Examining Supervisor

Skills and Operations: Ability to recognize errors in

computations.

CAF-980-3	Military Pay Clerk Military Pay Clerk (Retirement) Military Allowment Clerk
CAF-980-4	Military Pay Clerk Military Pay Clerk (Retirement) Military Allowment Supervisor Military Pay Supervisor
CAF-980-5	Military Pay Supervisor Military Pay Supervisor (Retirement) Military Allowment Supervisor
CAF-980-6	Military Pay Supervisor Military Pay Supervisor (Retirement) Military Allowment Supervisor
CAF-980-7	Military Pay Supervisor Military Pay Supervisor (Retirement)

CAF-980-0 VOUCHER EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work pertinent to the examination for accuracy, legality, and compliance with regulations of vouchers, invoices, and related similar papers serving as the basis for payments of debts owed by the Federal Government, and of vouchers, invoices, and related or similar papers requesting or reporting payments to the Federal Government in connection with goods provided by the Government.

Skills and Operations: Accuracy in making and verifying

arithmetical computations.

CAF-980-3	Voucher Examiner Voucher Examining Supervisor
CAF-980-4	Voucher Examiner Voucher Examining Supervisor
CAF-980-5	Voucher Examiner Voucher Examining Supervisor

CAF-980-6	Voucher Examining Supervisor Voucher Examiner
CAF-980-7	Voucher Examining Supervisor
CAF-980-8	Voucher Examining Supervisor
CAF-980-9	Voucher Examining Supervisor
CAF-980-10	Voucher Examining Supervisor
CAF-980-11	Voucher Examining Supervisor

CAF-1020-0 CRIMINAL INVESTIGATION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to conducting investigations of alleged or suspected criminal offenses against the laws of the United States.

Skills and Operations: Good working knowledge of accounting and auditing.

CAF-1020-5	Criminal Investigator
CAF-1020-7	Criminal Investigator
CAF-1020-9	Criminal Investigator
CAF-1020-11	Criminal Investigator
CAF-1020-12	Criminal Investigator
CAF-1020-13	Criminal Investigator
CAF-1020-14	Criminal Investigator

CAF-1025-0 CUSTOMS INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to conducting inspections in connection with the enforcement of the Tariff Act and other laws governing the importation and exportation of merchandise, including the inspection of cargo, baggage, articles worn or carried by persons and carriers entering or leaving the United States.

Voucher Examining Supervisor	CAP-980-6
Voucher Examiner	
Voucher Examining Supervisor	CAP-980-7
Voucher Examining Supervisor	CAP-980-8
Voucher Examining Supervisor	CAP-980-9
Voucher Examining Supervisor	CAP-980-10
Voucher Examining Supervisor	CAP-980-11

CAP-1030-0 CRIMINAL INVESTIGATION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to conducting investigations of alleged or suspected criminal offenses against the laws of the United States.

Skills and Operations: Good working knowledge of account-

ing and auditing.

Criminal Investigator	CAP-1030-5
Criminal Investigator	CAP-1030-7
Criminal Investigator	CAP-1030-9
Criminal Investigator	CAP-1030-11
Criminal Investigator	CAP-1030-12
Criminal Investigator	CAP-1030-13
Criminal Investigator	CAP-1030-14

CAP-1030-0 CUSTOMS INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to conducting inspections in connection with the enforcement of the Tariff Act and other laws governing the importation and exportation of merchandise, including the inspection of cargo, baggage, articles worn or carried by persons and carriers entering or leaving the United States.

CAF-1025-6 Customs Inspector

Skills and Operations: Skill in the use of measuring, weighing, gauging, and sampling instruments.

CAF-1025-7 Customs Inspector

CAF-1025-8 Customs Inspector

CAF-1025-9 Customs Inspector

CAF-1025-10 Customs Inspector

CAF-1025-11 Customs Inspector

CAF-1025-12 Customs Inspector

CAF-1030-0 GENERAL INVESTIGATING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform investigative work not specifically included in positions in other series or other groups in the CAF service.

Skills and Operations: Good knowledge of business procedures.

CAF-1030-4 Investigator (General)

Skills and Operations: Ability to analyze simple accounting records.

CAF-1030-5 Investigator (General)

Skills and Operations: Serve as auditor for the farm loan administration program; examine receipts, canceled checks, credit accounts, etc.

CAF-1030-7 Investigator (General)

CAF-1030-9 Investigator (General)

CAP-1025-8 Customs Inspector

Skills and Operations: Skill in the use of measuring,

weighing, gauging, and sampling instruments.

CAP-1025-7 Customs Inspector

CAP-1025-6 Customs Inspector

CAP-1025-5 Customs Inspector

CAP-1025-4 Customs Inspector

CAP-1025-3 Customs Inspector

CAP-1025-2 Customs Inspector

CAP-1030-0 GENERAL INVESTIGATING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform investigative work not specifically included in positions in other series or other groups in the CAP service.

Skills and Operations: Good knowledge of business procedure.

CAP-1030-4 Investigator (General)

Skills and Operations: Ability to analyze simple accounts.

ing records.

CAP-1030-3 Investigator (General)

Skills and Operations: Serve as auditor for the firm.

from administration program; examine receipts, canceled checks, credit accounts, etc.

CAP-1030-5 Investigator (General)

CAP-1030-2 Investigator (General)

CAF-1030-11 Investigator (General)

CAF-1030-12 Investigator (General)

CAF-1030-13 Investigator (General)

CAF-1030-14 Investigator (General)

CAF-1043-0 FOOD INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to inspection of food or food establishments, or both, for the purpose of determining compliance with laws, regulations, codes, and instructions relating to standards of wholesomeness and purity of foods and food products and to criteria to be met in processing, serving, packaging, and storing such products.

CAF-1043-3 Meat Inspector

CAF-1043-4 Food Inspector
Restaurant Inspector
Meat Inspector

CAF-1043-5 Food Inspector
Restaurant Inspector
Meat Inspector

CAF-1043-6 Food Inspector
Restaurant Inspector
Meat Inspector

CAF-1043-7 Dairy Products Inspector
Meat Inspector
Poultry Inspector
Seafood Inspector

CAF-1043-8 Imported Meats Inspector
Meat Inspector
Poultry Products Inspector
Seafood Inspector
Food Inspector Supervisor
Restaurant Inspector Supervisor

CAF-1043-9 Meat Inspector
Seafood Inspector Supervisor

CAF-1043-11 Meat Inspector

CAF-1043-12 Meat Inspector Supervisor

CAP-1030-13 Investigator (General)
 CAP-1030-12 Investigator (General)
 CAP-1030-11 Investigator (General)
 CAP-1030-10 Investigator (General)

CAP-1043-0 FOOD INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work relative to inspection of food or food establishments, or both, for the purpose of determining compliance with laws, regulations, codes, and instructions relating to standards of wholesomeness and purity of foods and food products and to criteria to be met in processing, serving, packaging, and storing such products.

CAP-1043-7 Meat Inspector
 CAP-1043-6 Food Inspector
 CAP-1043-5 Restaurant Inspector
 CAP-1043-4 Meat Inspector
 CAP-1043-3 Food Inspector
 CAP-1043-2 Restaurant Inspector
 CAP-1043-1 Meat Inspector
 CAP-1043-0 Dairy Products Inspector
 CAP-1043-9 Meat Inspector
 CAP-1043-8 Poultry Products Inspector
 CAP-1043-7 Seafood Inspector
 CAP-1043-6 Imported Meats Inspector
 CAP-1043-5 Meat Inspector
 CAP-1043-4 Poultry Products Inspector
 CAP-1043-3 Seafood Inspector
 CAP-1043-2 Food Inspector Supervisor
 CAP-1043-1 Restaurant Inspector Supervisor
 CAP-1043-0 Meat Inspector
 CAP-1043-9 Seafood Inspector Supervisor
 CAP-1043-8 Meat Inspector
 CAP-1043-7 Meat Inspector Supervisor

CAF-1045-0 IMPORTED FOOD AND DRUG EXAMINING SERIES

This series includes all classes of positions the duties of which are to supervise or perform the examination and sampling of imported foods, drugs, and cosmetics for conformity with the provisions of statutes prohibiting the importation of adulterated and misbranded foods, drugs, and cosmetics.

Skills and Operations: Ability to use scales (weighing).

CAF-1045-4 Imported Food and Drug Examiner

CAF-1045-5 Imported Food and Drug Examiner

CAF-1045-6 Imported Food and Drug Examiner

CAF-1045-7 Imported Food and Drug Examiner

CAF-1075-0 STOREKEEPER GAUGER SERIES

This series includes all classes of positions the duties of which are to supervise or perform work relative to the day by day supervision by the Government of operations at registered distilleries, fruit distilleries, internal revenue bonded warehouses, industrial alcohol bonded warehouses, rectifying plants, tax-paid bottling houses, bonded wineries, and bonded wine storerooms; maintaining records; and in connection with these tasks, enforcement of the provisions of the internal revenue laws, the Federal Alcohol Administration Act, and regulations thereunder.

Skills and Operations: Accuracy in applying mathematical tables and formulas, in making arithmetic computations, and in posting data on records.

CAF-1075-6 Storekeeper-Gauger

Skills and Operations: Rapidity and accuracy in the above mentioned operations.

CAF-1075-7 Storekeeper-Gauger

CAF-1075-8 Storekeeper-Gauger

CAF-1075-9 Storekeeper-Gauger

CAP-1045-0 IMPORTED FOOD AND DRUG EXAMINING SERIES

This series includes all classes of positions the duties of which are to supervise or perform the examination and sampling of imported foods, drugs, and cosmetics for conformity with the provisions of statutes providing the importation of adulterated and misbranded foods, drugs, and cosmetics.

Skills and Operations: Ability to use scales (weighing).

CAP-1045-4	Imported Food and Drug Examiner
CAP-1045-5	Imported Food and Drug Examiner
CAP-1045-6	Imported Food and Drug Examiner
CAP-1045-7	Imported Food and Drug Examiner

CAP-1075-0 STOREKEEPER-GAUGER SERIES

This series includes all classes of positions the duties of which are to supervise or perform work relative to the day by day supervision by the Government of operations at regulated distilleries, spirit distilleries, internal revenue bonded warehouses, industrial alcohol bonded warehouses, rectifying plants, tax-paid bottling houses, bonded wineries, and bonded wine storerooms; maintaining records; and in connection with these tasks, enforcement of the provisions of the Internal Revenue laws, the Federal Alcohol Administration Act, and regulations thereunder.

Skills and Operations: Accuracy in applying mathematical tables and formulas, in making arithmetic computations, and in posting data on records.

CAP-1075-6	Storekeeper-Gauger
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Skills and Operations: Rapidity and accuracy in the

above mentioned operations.

CAP-1075-7	Storekeeper-Gauger
CAP-1075-8	Storekeeper-Gauger
CAP-1075-9	Storekeeper-Gauger

CAF-1075-10 Supervising Storekeeper Gauger

CAF-1075-11 Supervising Storekeeper Gauger

CAF-1090-0 WEIGHTS AND MEASURES INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform field inspection, investigation, and law enforcement work to insure compliance of commercial establishments with the laws and regulations governing weighing and measuring practices and equipment.

Skills and Operations: Ability to perform mathematical calculations incident to the conversion of data from one system of weights or measures to another, for example, from avoirdupois to apothecaries' weight.

CAF-1090-4 Weights and Measures Inspector

Skills and Operations: Good knowledge of systems of weights and measures used: liquid, cubic, linear measure; troy, avoirdupois, etc., weights.

CAF-1090-5 Weights and Measures Inspector

CAF-1090-6 Weights and Measures Inspector

CAF-1098-0 TAX COLLECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertinent to the determining of the tax liability of taxpayers through investigations, collecting delinquent taxes, securing delinquent returns, and canvassing for delinquent and additional taxes.

Skills and Operations: Familiarity with pay-roll and simple bookkeeping methods.

CAF-1098-5 Deputy Collector

CAP-1075-10 Supervising Storekeeper Gauger
CAP-1075-11 Supervising Storekeeper Gauger

CAP-1090-0 WEIGHTS AND MEASURES INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform field inspection, investigation, and law enforcement work to insure compliance of commercial establishments with the laws and regulations governing weighing and measuring practices and equipment.

Skills and Operations: Ability to perform mathematical calculations incident to the conversion of data from one system of weights or measures to another, for example, from avoirdupois to apothecaries' weight.

CAP-1090-4 Weights and Measures Inspector

Skills and Operations: Good knowledge of systems of weights and measures used: liquid, cubic, linear measure; Troy, avoirdupois, etc., weights.

CAP-1090-5 Weights and Measures Inspector

CAP-1090-6 Weights and Measures Inspector

CAP-1098-0 TAX COLLECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to the determining of the tax liability of taxpayers through investigations, collecting delinquent taxes, securing delinquent returns, and canvassing for delinquent and additional taxes.

Skills and Operations: Familiarity with pay-roll and simple bookkeeping methods.

CAP-1098-3 Deputy Collector

CAF-1098-6 Deputy Collector

Skills and Operations: Knowledge of accounting principles and practices.

CAF-1098-7 Deputy Collector

CAF-1098-8 Deputy Collector

CAF-1098-9 Deputy Collector
Supervising Deputy Collector

CAF-1098-10 Supervising Deputy Collector

CAF-1098-11 Supervising Deputy Collector

CAF-1098-12 Supervising Deputy Collector

CAF-1130-0 CUSTOMS EXAMINING AND APPRAISING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the examination, appraisal, and advisory classification of imported merchandise in the enforcement of the Tariff Act, regulations under the Act, related laws, and regulations, and administrative and court decisions governing the importation of merchandise.

Skills and Operations: Ability to count, weigh, measure, and perform simple arithmetic computations accurately.

CAF-1130-3 Customs Verifier
Customs Sampler

CAF-1130-4 Customs Verifier
Customs Sampler

Skills and Operations: Ability to make reports and keep records.

CAF-1130-5 Customs Verifier
Customs Examining Clerk

CAF-1130-6 Customs Sampler

CAF-1098-5 Deputy Collector

Skills and Operations: Knowledge of accounting principles

and practices.

CAF-1098-7 Deputy Collector

CAF-1098-8 Deputy Collector

CAF-1098-9 Deputy Collector
Supervising Deputy Collector

CAF-1098-10 Supervising Deputy Collector

CAF-1098-11 Supervising Deputy Collector

CAF-1098-12 Supervising Deputy Collector

CAF-1130-0 CUSTOMS EXAMINING AND APPRAISING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the examination, appraisement, and advisory classification of imported merchandise in the enforcement of the Tariff Act, regulations under the Act, related laws, and regulations, and administrative and court decisions governing the importation of merchandise.

Skills and Operations: Ability to count, weigh, measure,

and perform simple arithmetic computations accurately.

CAF-1130-3 Customs Verifier
Customs Sampler

CAF-1130-4 Customs Verifier
Customs Sampler

Skills and Operations: Ability to make reports and keep

records.

CAF-1130-5 Customs Verifier
Customs Examining Clerk

CAF-1130-6 Customs Sampler

CAF-1130-7 Customs Sampler
Customs Examining Aid

CAF-1130-8 Customs Appraiser
Customs Examiner
Customs Examiner (Mail)

CAF-1130-9 Customs Sampler
Customs Appraiser
Customs Examiner
Customs Examiner (Mail)

CAF-1130-10 Customs Appraiser
Customs Examiner

CAF-1130-11 Customs Appraiser
Customs Examiner

CAF-1130-12 Customs Examiner
Customs Appraiser

CAF-1130-13 Customs Appraiser

CAF-1130-14 Customs Appraiser

CAF-1190-0 WAREHOUSE EXAMINING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in examining warehouses licensed or to be licensed under Federal Law storing agricultural products or warehouses storing agricultural products owned by the Federal Government.

Skills and Operations: Ability to acquire a working knowledge of warehousing record systems; familiarity with warehouse receipts and financial statements.

CAF-1190-5 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)

Skills and Operations: Ability to measure storage, aisle, and service areas, calculate the storage capacity of warehouses, and prepare detailed diagrams of the storage areas and warehouses.

CAF-1190-7 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)

CAF-1190-9 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)
Warehouse Examiner (Miscellaneous Products)

Skills and Operations: Skill in checking the accuracy of calculations.

CAF-1190-11 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)
District Warehouse Examiner (Grain)
District Warehouse Examiner (Miscellaneous)
Reviewing Warehouse Examiner (Miscellaneous)

CAF-1190-12 District Warehouse Examiner (Cotton)
District Warehouse Examiner (Grain)
Reviewing Warehouse Examiner (Cotton)
Reviewing Warehouse Examiner (Grain)

CAF-1230-0 INFORMATION AND EDITORIAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, perform, or advise on editorial, information, public relations, or related work not requiring a professional knowledge of a recognized profession or science.

CAF-1230-3 Information and Editorial Clerk (Fact Finding)
Information Clerk
Editorial Clerk
Indexing Clerk
Proof-Reading Clerk
Information and Editorial Clerk (General)

CAF-1230-4 Information and Editorial Clerk (Fact Finding)
Information Clerk
Indexing Clerk
Proof-Reading Clerk
Information and Editorial Clerk (Writing)
Editorial Clerk
Information and Editorial Clerk (General)

CAF-1230-5 Information and Editorial Clerk (Fact Finding)
Information Clerk
Indexing Clerk
Proof-Reading Clerk

CAP-1190-7 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)
CAP-1190-8 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)
Warehouse Examiner (Miscellaneous Products)

Skills and Operations: Skill in checking the accuracy of

calculations.

CAP-1190-11 Warehouse Examiner (Cotton)
Warehouse Examiner (Grain)
District Warehouse Examiner (Grain)
District Warehouse Examiner (Miscellaneous)
Reviewing Warehouse Examiner (Miscellaneous)
CAP-1190-12 District Warehouse Examiner (Cotton)
District Warehouse Examiner (Grain)
Reviewing Warehouse Examiner (Cotton)
Reviewing Warehouse Examiner (Grain)

CAP-1230-0 INFORMATION AND EDITORIAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, perform, or advise on editorial, information, public relations, or related work not requiring a professional knowledge of a recognized profession or science.

CAP-1230-3 Information and Editorial Clerk (Post Binding)
Information Clerk
Editorial Clerk
Indexing Clerk
Proof-Reading Clerk
Information and Editorial Clerk (General)
CAP-1230-4 Information and Editorial Clerk (Post Binding)
Information Clerk
Indexing Clerk
Proof-Reading Clerk
Information and Editorial Clerk (Writing)
Editorial Clerk
Information and Editorial Clerk (General)
CAP-1230-5 Information and Editorial Clerk (Post Binding)
Information Clerk
Indexing Clerk
Proof-Reading Clerk

- Information and Editorial Clerk (Writing)
Editorial Clerk
Information and Editorial Clerk (General)
- CAF-1230-6 Information and Editorial Clerk (Fact Finding)
Information Clerk
Indexing Clerk
Information and Editorial Clerk (Writing)
Editorial Clerk
Information and Editorial Clerk (General)
- CAF-1230-7 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Information Specialist
Information and Editorial Specialist (Public Attitudes and Opinions Analysis)
Information and Editorial Specialist (General)
- CAF-1230-8 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Information and Editorial Specialist (General)

Skills and Operations: (Public Opinions and Attitudes Analyst only) Thorough knowledge of methods of analysis used in making public opinion polls.

- CAF-1230-9 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Presentation Information Specialist
Information and Editorial Specialist (Public Attitudes and Opinions Analysis)
Information Specialist (Campaigns)
Information and Editorial Specialist (General)
- CAF-1230-10 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Presentation Information Specialist
Information Specialist (Campaigns)
Information and Editorial Specialist (General)
- CAF-1230-11 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Presentation Information Specialist
Information and Editorial Specialist (Public Attitudes and Opinions Analysis)

Information and Editorial Clerk (Writing)
 Editorial Clerk
 Information and Editorial Clerk (General)

CAP-1230-6 Information and Editorial Clerk (Press Finding)
 Information Clerk
 Indexing Clerk
 Information and Editorial Clerk (Writing)
 Editorial Clerk
 Information and Editorial Clerk (General)

CAP-1230-7 Information and Editorial Specialist (Press and Publications)
 Radio Information Specialist
 Visual Information Specialist
 Information and Editorial Specialist (Public Attitudes and Opinions Analysis)
 Information and Editorial Specialist (General)

CAP-1230-8 Information and Editorial Specialist (Press and Publications)
 Radio Information Specialist
 Information and Editorial Specialist (General)

Skills and Operations: (Public Opinions and Attitudes Analyst only) Thorough knowledge of methods of analysis used in making public opinion polls.

CAP-1230-9 Information and Editorial Specialist (Press and Publications)
 Radio Information Specialist
 Visual Presentation Information Specialist
 Information and Editorial Specialist (Public Attitudes and Opinions Analysis)
 Information Specialist (Campaigns)
 Information and Editorial Specialist (General)

CAP-1230-10 Information and Editorial Specialist (Press and Publications)
 Radio Information Specialist
 Visual Presentation Information Specialist
 Information Specialist (Campaigns)
 Information and Editorial Specialist (General)

CAP-1230-11 Information and Editorial Specialist (Press and Publications)
 Radio Information Specialist
 Visual Presentation Information Specialist
 Information and Editorial Specialist (Public Attitudes and Opinions Analysis)

- Information Specialist (Campaigns)
Information and Editorial Specialist (General)
- CAF-1230-12 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Presentation Information Specialist
Information and Editorial Specialist (Public Attitudes and Opinions Analysis)
Information Specialist (Campaigns)
Information and Editorial Specialist (General)
- CAF-1230-13 Information and Editorial Specialist (Press and Publications)
Radio Information Specialist
Visual Presentation Information Specialist
Information Specialist (Campaigns)
Information and Editorial Specialist (General)
- CAF-1230-14 Information and Editorial Specialist (Press and Publications)
Information Specialist
Information and Editorial Specialist (General)
- CAF-1230-15 Information and Editorial Specialist (Press and Publications)
Information and Editorial Specialist

CAF-1270-0 MOTION PICTURE PROJECTION SERIES

This series includes all classes of positions the duties of which are to perform work relative to the operation of motion picture projection equipment.

- CAF-1270-3 Motion Picture Projectionist
- CAF-1270-4 Motion Picture Projectionist
- CAF-1270-5 Motion Picture Projectionist
- CAF-1270-6 Motion Picture Projectionist

CAF-1312-0 INTERPRETER SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in interpreting from or into one or more foreign languages the oral statements of others.

Information Specialist (General)	
Information and Editorial Specialist (General)	
Information and Editorial Specialist (Press and Publications)	CAP-1230-12
Radio Information Specialist	
Visual Presentation Information Specialist	
Information and Editorial Specialist (Public Attitudes and Opinions Analysis)	
Information Specialist (General)	
Information and Editorial Specialist (General)	
Information and Editorial Specialist (Press and Publications)	CAP-1230-13
Radio Information Specialist	
Visual Presentation Information Specialist	
Information Specialist (General)	
Information and Editorial Specialist (General)	
Information and Editorial Specialist (Press and Publications)	CAP-1230-14
Information Specialist	
Information and Editorial Specialist (General)	
Information and Editorial Specialist (Press and Publications)	CAP-1230-15
Information and Editorial Specialist	

CAP-1270-0 MOTION PICTURE PROJECTION SERIES

This series includes all classes of positions the duties of which are to perform work relative to the operation of motion picture projection equipment.

CAP-1270-2	Motion Picture Projectionist
CAP-1270-4	Motion Picture Projectionist
CAP-1270-5	Motion Picture Projectionist
CAP-1270-6	Motion Picture Projectionist

CAP-1212-0 INTERPRETER SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in interpreting from or into one or more foreign languages the oral statements of others.

CAF-1312-5	Interpreter
CAF-1312-6	Interpreter
CAF-1312-7	Interpreter
CAF-1312-8	Interpreter
CAF-1312-9	Interpreter
CAF-1312-11	Interpreter
CAF-1312-12	Interpreter

CAF-1314-0 TRANSLATOR SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in making written translations from or into foreign languages where the ultimate objective is the production of accurate translations of material prepared by others.

CAF-1314-4	Translator
CAF-1314-5	Translator
CAF-1314-6	Translator
CAF-1314-7	Translator
CAF-1314-8	Translator
CAF-1314-9	Translator
CAF-1314-10	Translator
CAF-1314-11	Translator
CAF-1314-12	Translator
CAF-1314-13	Translator
CAF-1314-14	Translator

CAF-1425-0 MICROPHOTOGRAPHY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the

CAP-1312-5	Interpreter
CAP-1312-6	Interpreter
CAP-1312-7	Interpreter
CAP-1312-8	Interpreter
CAP-1312-9	Interpreter
CAP-1312-11	Interpreter
CAP-1312-12	Interpreter

CAP-1314-0 TRANSLATOR SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in making written translations from or into foreign languages where the ultimate objective is the production of accurate translations of material prepared by others.

CAP-1314-4	Translator
CAP-1314-5	Translator
CAP-1314-6	Translator
CAP-1314-7	Translator
CAP-1314-8	Translator
CAP-1314-9	Translator
CAP-1314-10	Translator
CAP-1314-11	Translator
CAP-1314-12	Translator
CAP-1314-13	Translator
CAP-1314-14	Translator

CAP-1425-0 MICROPHOTOGRAPHY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the

operation of a microfilm machine in the photographic reproduction of office records, periodicals, manuscripts, and similar material; or to such related work as developing, inspecting, or repairing microfilm or making positive prints and enlargements therefrom.

CAF-1425-1 Microphotographer

CAF-1425-2 Microphotographer

Skills and Operations: Ability to mix the chemicals for developing solutions in the proper proportions.

CAF-1425-3 Microphotographer

Skills and Operations: Ability to perform clerical work incidental to supervision; ability to estimate job costs.

CAF-1425-4 Microphotographer

Skills and Operations: Ability to estimate operating costs and effect economical production.

CAF-1425-5 Microphotographer

CAF-1430-0 PHOTOGRAPHY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in still or motion picture photography, such as selecting, posing, and arranging subjects, taking pictures, developing plates and films, making prints, and coloring photographs.

Skills and Operations: Ability to weigh and mix chemicals in proper proportions.

CAF-1430-1 Photographic Aid

CAF-1430-2 Photographic Aid

CAF-1430-3 Photographer (General)
Photographer (Still)

operation of a microfilm machine in the photographic reproduction of office records, periodicals, manuscripts, and similar material; or to such related work as developing, inspecting, or repairing microfilm or making positive prints and enlargements therefrom.

CAP-1425-1 Microphotographer

CAP-1425-2 Microphotographer

Skills and Operations: Ability to mix the chemicals for developing solutions in the proper proportions.

CAP-1425-3 Microphotographer

Skills and Operations: Ability to perform clerical work incidental to supervision; ability to estimate job costs.

CAP-1425-4 Microphotographer

Skills and Operations: Ability to estimate operating costs and effect economical production.

CAP-1425-5 Microphotographer

CAP-1430-0 PHOTOGRAPHY SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in still or motion picture photography, such as selecting, posing, and arranging subjects, taking pictures, developing plates and films, making prints, and coloring photographs.

Skills and Operations: Ability to weigh and mix chemicals in proper proportions.

CAP-1430-1 Photographic Aid

CAP-1430-2 Photographic Aid

CAP-1430-3 Photographer (General)
Photographer (Still)

CAF-1430-4 Photographer (General)
 Photographer (Still)
 Photographer (Motion Picture)
 CAF-1430-5 Photographer (General)
 Photographer (Still)
 Photographer (Motion Picture)
 CAF-1430-6 Photographer (General)
 Photographer (Still)
 Photographer (Motion Picture)
 CAF-1430-7 Photographer (General)
 Photographer (Still)
 Photographer (Motion Picture)
 CAF-1430-9 Photographer (General)
 Photographer (Still)
 Photographer (Motion Picture)

CAF-1440, 1442, 1444-0 PHOTOSTAT AND BLUEPRINT
 OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work in a photostat or blueprint shop, such as operating a photostat or blueprint machine, or similar photocopying machine, developing, washing, drying, trimming, and sorting prints; mixing chemicals.

CAF-1440-1 Blueprint Operator

Skills and Operations: Ability to mix chemicals in proper proportion.

CAF-1440-2 Blueprint Operator

Skills and Operations: Ability to estimate individual job costs and effect economical production; perform incidental work.

CAF-1440-3 Blueprint Unit Supervisor

CAF-1440-4 Blueprint Unit Supervisor

Photographer (Motion Picture)

Photographer (General)
Photographer (Still)
Photographer (Motion Picture)

Photographer (General)
Photographer (Still)
Photographer (Motion Picture)

Photographer (General)
Photographer (Still)
Photographer (Motion Picture)

Photographer (General)
Photographer (Still)
Photographer (Motion Picture)

Photographer (General)
Photographer (Still)
Photographer (Motion Picture)

CAP-1440, 1441, 1442, 1443-0
PHOTOSTAT AND BLUEPRINT
OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work in a photostat or blueprint shop, such as operating a photostat or blueprint machine, or similar photocopying machine, developing, washing, drying, trimming, and sorting prints; mixing chemicals.

CAP-1440-1 Blueprint Operator

Skills and Operations: Ability to mix chemicals in proper proportion.

CAP-1440-2 Blueprint Operator

Skills and Operations: Ability to estimate individual job costs and effect economical production; perform incidental work.

CAP-1440-3 Blueprint Unit Supervisor

CAP-1440-4 Blueprint Unit Supervisor

CAF-1442-1 Photostat Operator

Skills and Operations: Ability to prepare chemical solutions in the proper proportions.

CAF-1442-2 Photostat Operator

Skills and Operations: Ability to do incidental clerical work.

CAF-1442-3 Photostat Unit Supervisor

CAF-1442-4 Photostat Unit Supervisor

CAF-1444-1 Photostat and Blueprint Operator

Skills and Operations: Ability to prepare chemicals in proper proportion.

CAF-1444-2 Photostat and Blueprint Operator

CAF-1444-3 Photostat and Blueprint Unit Supervisor

Skills and Operations: Ability to estimate individual job costs and effect economical production; ability to perform clerical work incidental to supervision.

CAF-1444-4 Photostat and Blueprint Unit Supervisor

CAF-1444-5 Photostat and Blueprint Unit Supervisor

CAF-1450-0 ILLUSTRATING SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the preparation of general artistic illustrative material for the purposes of publication or exhibition, or in the preparation of heraldic designs for the military insignia, coat of arms, flags, etc.

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work involved in the preparation of general artistic illustrations, five material for the purpose of publication or exhibition, or in the preparation of heraldic designs for the military insignia, coat of arms, flags, etc.

CAP-1450-0 ILLUSTRATING SERIES

CAP-1444-5 Photostat and Blueprint Unit Supervisor
CAP-1444-4 Photostat and Blueprint Unit Supervisor

clerical work incidental to supervision.

job costs and effect economical production; ability to perform Skills and Operations: Ability to estimate individual

CAP-1444-3 Photostat and Blueprint Unit Supervisor
CAP-1444-2 Photostat and Blueprint Operator

proper proportion.

Skills and Operations: Ability to prepare chemicals in

CAP-1444-1 Photostat and Blueprint Operator

CAP-1442-4 Photostat Unit Supervisor

CAP-1442-3 Photostat Unit Supervisor

work.

Skills and Operations: Ability to do incidental clerical

CAP-1442-2 Photostat Operator

films in the proper proportions.

Skills and Operations: Ability to prepare chemical solu-

CAP-1442-1 Photostat Operator

Skills and Operations: A good knowledge of drafting methods.

CAF-1450-8 Illustrator (General-Supervisory)
 CAF-1450-9 Illustrator (General)
 Illustrator (General-Supervisory)
 CAF-1450-10 Illustrator (Heraldry-Supervisory)
 CAF-1450-11 Illustrator (General-Supervisory)
 CAF-1450-12 Illustrator (General-Supervisory)
 CAF-1450-13 Illustrator (Heraldry-Supervisory)

CAF-1460, 1462, 1464, 1466-0 MULTILITH PHOTOGRAPHY AND
 PLATEMAKERS SERIES

These series include all classes of positions the duties of which are to supervise or perform work pertinent to the operation of a copying camera and/or the preparation of plates from photographic negatives for use in reproduction of material by the multilith process.

CAF-1460-0 MULTILITH CAMERAMAN

Skills and Operations: Ability to prepare chemical in the proper proportions.

CAF-1460-3 Multilith Cameraman

CAF-1462-0 MULTILITH PLATEMAKER

Skills and Operations: Ability to prepare chemicals in the proper proportions.

CAF-1462-2 Multilith Platemaker

CAF-1462-3 Multilith Platemaker

Skills and Operations: A good knowledge of drafting

methods.

CAF-1450-8 Illustrator (General-Supervisory)
 CAF-1450-9 Illustrator (General)
 CAF-1450-10 Illustrator (General-Supervisory)
 CAF-1450-11 Illustrator (General-Supervisory)
 CAF-1450-12 Illustrator (General-Supervisory)
 CAF-1450-13 Illustrator (General-Supervisory)

CAF-1460; 1462, 1464, 1466-0 MULTILITH PHOTOGRAPHY AND
 PLATEMAKERS SERIES

These series include all classes of positions the duties
 of which are to supervise or perform work pertinent to the
 operation of a copying camera and/or the preparation of plates
 from photographic negatives for use in reproduction of materi-
 al by the multilith process.

CAF-1480-0 MULTILITH CAMERAMAN

Skills and Operations: Ability to prepare chemicals in the

proper proportions.

CAF-1480-2 Multilith Cameraman

CAF-1482-0 MULTILITH PLATEMAKER

Skills and Operations: Ability to prepare chemicals in

the proper proportions.

CAF-1482-2 Multilith Platemaker

CAF-1482-3 Multilith Platemaker

CAF-1464-0 MULTILITH CAMERAMAN AND PLATEMAKER

Skills and Operations: Ability to prepare chemicals in the proper proportions.

CAF-1464-3 Multilith Cameraman and Platemaker

CAF-1464-4 Multilith Cameraman and Platemaker

CAF-1466-0 MULTILITH UNIT SUPERVISOR

Skills and Operations: Ability to prepare chemicals in the proper proportions.

CAF-1466-3 Multilith Unit Supervisor

CAF-1466-4 Multilith Unit Supervisor

CAF-1466-5 Multilith Unit Supervisor

CAF-1510-0 ACTUARIAL CLERICAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involving the application of actuarial formulas and commutation columns in making actuarial calculations incident to individual insurance cases or claims, or the issuance of policies, arising under one or more of the Government insurance acts or incident to establishing the appropriations necessary to the maintenance of insurance or retirement funds.

Skills and Operations: Ability to perform somewhat difficult clerical work involving actuarial formulas and commutation columns in making actuarial calculations incident to individual insurance cases.

CAF-1510-3 Actuarial Clerk

Skills and Operations: Same as above except that the

CAF-1464-0 MULTITASK CAMERAMAN AND PLATEMAKER

Skills and Operations: Ability to prepare chemicals in the proper proportions.

CAF-1464-5 MULTITASK CAMERAMAN AND PLATEMAKER

CAF-1464-6 MULTITASK CAMERAMAN AND PLATEMAKER

CAF-1466-0 MULTITASK UNIT SUPERVISOR

Skills and Operations: Ability to prepare chemicals in the proper proportions.

CAF-1466-5 MULTITASK UNIT SUPERVISOR

CAF-1466-6 MULTITASK UNIT SUPERVISOR

CAF-1466-8 MULTITASK UNIT SUPERVISOR

CAF-1510-0 ACTUARIAL CLERICAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involving the application of actuarial formulas and computation columns in making actuarial calculations incident to individual insurance cases or claims, or the issuance of policies, arising under one or more of the Government insurance acts or incident to establishing the appropriations necessary to the maintenance of insurance or retirement funds.

Skills and Operations: Ability to perform somewhat difficult clerical work involving actuarial formulas and computation columns in making actuarial calculations incident to individual insurance cases.

CAF-1510-3 Actuarial Clerk

Skills and Operations: Same as above except that the

work is classified as moderately difficult instead of somewhat difficult.

CAF-1510-4 Actuarial Clerk

Skills and Operations: Same as above except that the work is classified as difficult.

CAF-1510-5 Actuarial Clerk

CAF-1520-0 STATISTICAL CLERICAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in collecting, compiling, verifying, or analyzing statistical data, in making computations based thereon, or other work requiring knowledge of statistical clerical methods.

Skills and Operations: Ability to solve clerical statistical problems of average difficulty; ability to use mathematical tables and formulas.

CAF-1520-3 Statistical Clerk

Skills and Operations: Speed and accuracy in arithmetical operations; prepare tables; plot curves; prepare diagrams, charts, graphs, maps, etc. using logarithmic and semi-logarithmic paper where necessary.

CAF-1520-4 Statistical Clerk

Skills and Operations: Ability to use advanced statistical clerical methods.

CAF-1520-5 Statistical Clerk

CAF-1520-6 Statistical Clerk

CAF-1520-7 Statistical Clerk

work is classified as moderately difficult instead of somewhat difficult.

CAF-1510-4 Actuarial Clerk

Skills and Operations: Same as above except that the

work is classified as difficult.

CAF-1510-5 Actuarial Clerk

CAF-1520-0 STATISTICAL CLERICAL SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform clerical work involved in collecting, compiling, verifying, or analyzing statistical data, in making computations based thereon, or other work requiring knowledge of statistical clerical methods.

Skills and Operations: Ability to solve clerical statis-

tical problems of average difficulty; ability to use mathemat-

ical tables and formulas.

CAF-1520-3 Statistical Clerk

Skills and Operations: Speed and accuracy in arithmetic

operations; prepare tables; plot curves; prepare diagrams,

charts, graphs, maps, etc. using logarithmic and semi-logarith-

mic paper where necessary.

CAF-1520-4 Statistical Clerk

Skills and Operations: Ability to use advanced statisti-

cal clerical methods.

CAF-1520-5 Statistical Clerk

CAF-1520-6 Statistical Clerk

CAF-1520-7 Statistical Clerk

Skills and Operations: Excellent knowledge of statistical subject matter and clerical methods and procedures.

CAF-1520-8 Statistical Assistant

Skills and Operations: Same as above except that the work is unusually difficult.

CAF-1520-9 Statistical Assistant

CAF-1520-10 Statistical Officer

CAF-1520-11 Statistical Officer

CAF-1520-12 Statistical Officer

CAF-1520-13 Statistical Officer

CAF-1520-0 STATISTICAL CODING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in symbolizing schedules, questionnaires, reports, documents, or other papers, according to a numerical code, to be used in punching cards for mechanical tabulation or for other statistical or related purposes.

CAF-1530-2 Statistical Coding Clerk

CAF-1530-3 Statistical Coding Clerk

CAF-1530-4 Statistical Coding Clerk

CAF-1530-5 Statistical Coding Clerk

CAF-1530-6 Statistical Coding Clerk
Statistical Coding Supervisor

CAF-1530-7 Statistical Coding Supervisor

CAF-1530-8 Statistical Coding Supervisor

Skills and Operations: Excellent knowledge of statistical subject matter and clerical methods and procedures.

CAP-1530-8 Statistical Assistant

Skills and Operations: Same as above except that the work is unusually difficult.

CAP-1530-9 Statistical Assistant

CAP-1530-10 Statistical Officer

CAP-1530-11 Statistical Officer

CAP-1530-12 Statistical Officer

CAP-1530-13 Statistical Officer

CAP-1530-0 STATISTICAL CODING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in symbolizing schedules, questionnaires, reports, documents, or other papers, according to a numerical code, to be used in punching cards for mechanical tabulation or for other statistical or related purposes.

CAP-1530-2 Statistical Coding Clerk

CAP-1530-3 Statistical Coding Clerk

CAP-1530-4 Statistical Coding Clerk

CAP-1530-5 Statistical Coding Clerk

CAP-1530-6 Statistical Coding Supervisor
Statistical Coding Supervisor

CAP-1530-7 Statistical Coding Supervisor

CAP-1530-8 Statistical Coding Supervisor

CAF-1540-0

STATISTICAL DRAFTING SERIES

This series includes all classes of positions the duties of which are to supervise or perform drafting, lettering, illustrating, and incidental clerical work in the preparation and revision of maps, charts, graphs, diagrams, and other illustrative material for statistical, administrative, or related informative purposes.

Skills and Operations: Familiarity with the simpler techniques and procedures ordinarily employed in the graphic presentation of statistical and related data; ability to apply such techniques and procedures to drafting work of little difficulty; some skill and dexterity in the use of mechanical drafting instruments; some familiarity with the elementary principles of statistics involved in the assembling, verifying, computing, and compiling of data.

CAF-1540-2 Statistical Draftsman

Skills and Operations: Working knowledge of the techniques and procedures ordinarily employed in the graphic presentation of statistical and related data.

CAF-1540-3 Statistical Draftsman

CAF-1540-4 Statistical Draftsman

CAF-1540-5 Statistical Draftsman

CAF-1610-0

COMMUNICATIONS CODE CLERK

This series includes all classes of positions the duties of which are to supervise or perform work involved in encoding, decoding, enciphering, or deciphering radio, cable, and telegraph messages and other confidential communications.

CAF-1610-2 Communications Code Clerk

STATISTICAL DRAFTING SERIES

CAP-1540-0

This series includes all classes of positions the duties of which are to supervise or perform drafting, lettering, illustrating, and incidental clerical work in the preparation and revision of maps, charts, graphs, diagrams, and other illustrative material for statistical, administrative, or related informative purposes.

Skills and Operations: Familiarity with the statistical

techniques and procedures ordinarily employed in the graphic presentation of statistical and related data; ability to apply

such techniques and procedures to drafting work of little

difficulty; some skill and dexterity in the use of mechanical

drafting instruments; some familiarity with the elementary

principles of statistics involved in the assembling, verifying,

computing, and compiling of data.

CAP-1540-1 Statistical Draftsman

Skills and Operations: Working knowledge of the tech-

niques and procedures ordinarily employed in the graphic pre-

sensation of statistical and related data.

CAP-1540-2 Statistical Draftsman

CAP-1540-3 Statistical Draftsman

CAP-1540-4 Statistical Draftsman

COMMUNICATIONS CODE CLERK

CAP-1610-0

This series includes all classes of positions the duties of which are to supervise or perform work involved in encoding, decoding, enciphering, or deciphering radio, cable, and telegraph messages and other confidential communications.

Communications Code Clerk

CAP-1610-1

CAF-1610-3 Communications Code Clerk
 CAF-1610-4 Communications Code Clerk
 CAF-1610-5 Communications Code Clerk
 CAF-1610-6 Communications Code Clerk
 CAF-1610-7 Communications Code Clerk
 CAF-1610-8 Communications Code Clerk

CAF-1690-0 TELEGRAPHIC-TYPEWRITER OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of telegraphic typewriters in transmitting and receiving messages in plain text, code, cipher, figures, or foreign languages.

CAF-1690-2 Telegraphic-Typewriter Operator
 CAF-1690-3 Telegraphic-Typewriter Operator
 CAF-1690-4 Telegraphic-Typewriter Operator
 CAF-1690-5 Telegraphic-Typewriter Operator

CAF-1720-0 DOCUMENT EXAMINING SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work in the examination and identification of handwriting and mechanical impressions.

Skills and Operations: Evidence of ability to use protractor, drafting instruments, such as compasses, dividers, etc. in preparing charts, small measuring squares for examining typewriter slants, alinement, and parallelism.

CAF-1720-5 Document Examiner
 CAF-1720-7 Document Examiner

CAF-1810-3	Communications Code Clerk
CAF-1810-4	Communications Code Clerk
CAF-1810-5	Communications Code Clerk
CAF-1810-6	Communications Code Clerk
CAF-1810-7	Communications Code Clerk
CAF-1810-8	Communications Code Clerk

CAF-1890-3 TELEGRAPHIC-TYPewriter OPERATING SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the operation of telegraphic typewriters in transmitting and receiving messages in plain text, code, cipher, figures, or foreign languages.

CAF-1890-3	Telegraphic-Typewriter Operator
CAF-1890-4	Telegraphic-Typewriter Operator
CAF-1890-5	Telegraphic-Typewriter Operator
CAF-1890-6	Telegraphic-Typewriter Operator

CAF-1720-3 DOCUMENT EXAMINING SERIES

This series includes all classes of positions the duties of which are to advise on, administer, supervise, or perform work in the examination and identification of handwriting and mechanical impressions.

Skills and Operations: Evidence of ability to use protractor, drafting instruments, such as compasses, dividers, etc. in preparing charts, small measuring apparatus for examining typewriter slants, alignment, and parallelism.

CAF-1720-5	Document Examiner
CAF-1720-7	Document Examiner

CAF-1720-9 Document Examiner
CAF-1720-11 Document Examiner (Supervisory)

CAF-1730-0 FINGERPRINT IDENTIFICATION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in classifying, verifying, filing, and searching fingerprint records, including the preparation of fingerprint identification evidence and appearing before grand juries and in trial courts.

Skills and Operations: Familiarity with numbers.

CAF-1730-2 Fingerprint Clerk
CAF-1730-3 Fingerprint Clerk
CAF-1730-4 Fingerprint Clerk
CAF-1730-5 Fingerprint Clerk
Fingerprint Clerk (Supervisory)
CAF-1730-6 Fingerprint Clerk (Supervisory)
CAF-1730-7 Fingerprint Examiner
Fingerprint Examiner (Supervisory)

Skills and Operations: Good knowledge of the operation of microscopic and photographic instruments.

CAF-1730-8 Fingerprint Examiner
CAF-1730-9 Fingerprint Examiner
CAF-1730-10 Fingerprint Examiner
CAF-1730-11 Fingerprint Examiner (Supervisory)

CAF-1809-0 COAL MINE INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform the inspection of bituminous, anthracite, and lignite coal mines for the purpose of obtaining information relating to health and safety conditions; and related participation in mine safety and rescue work.

CAP-1730-8 Document Examiner
CAP-1730-11 Document Examiner (Supervisory)

CAP-1730-0 FINGERPRINT IDENTIFICATION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work in classifying, verifying, filing, and assessing fingerprint records, including the preparation of fingerprint identification evidence and appearing before grand juries and in trial courts.

Skills and Operations: Familiarity with numbers.

CAP-1730-2 Fingerprint Clerk
CAP-1730-3 Fingerprint Clerk
CAP-1730-4 Fingerprint Clerk
CAP-1730-5 Fingerprint Clerk
Fingerprint Clerk (Supervisory)
CAP-1730-6 Fingerprint Clerk (Supervisory)
CAP-1730-7 Fingerprint Examiner
Fingerprint Examiner (Supervisory)

Skills and Operations: Good knowledge of the operation

of microscopics and photographic instruments.

CAP-1730-8 Fingerprint Examiner
CAP-1730-9 Fingerprint Examiner
CAP-1730-10 Fingerprint Examiner
CAP-1730-11 Fingerprint Examiner (Supervisory)

CAP-1800-0 COAL MINE INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform the inspection of blast-bore, anthracite, and lignite coal mines for the purpose of obtaining information relating to health and safety conditions and related participation in mine safety and rescue work.

CAF-1809-9 Coal Mine Inspector

CAF-1809-11 Coal Mine Inspector

CAF-1809-12 Coal Mine Inspector

CAF-1809-13 Coal Mine Inspector

CAF-1810-0 COTTON CLASSING SERIES

This series includes all classes of positions the duties of which are to advise on, supervise, or perform work in the classing of cotton as to grade and staple length in accordance with official standards and regulations.

Skills and Operations: Ability to measure lengths.

CAF-1810-5 Cotton Classing Assistant

CAF-1810-7 Cotton Classer

CAF-1810-9 Cotton Classer

CAF-1810-11 Cotton Classer

CAF-1810-12 Cotton Classer (Nonsupervisory)
Cotton Classer (Supervisory)

CAF-1811-0 CONSTRUCTION INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform work involved in the inspection of building and public works construction, such as the construction of dams, structures, airports, wharves, sewers, tunnels, highways, streets, and other civil works; the inspection of dredging of rivers and harbors; and the inspection of construction material for compliance with contract plans and specifications, acceptable construction practices, building and zoning codes, or state requirements on construction work.

Skills and Operations: Ability to read and understand simple blueprints, specifications, and shop drawings.

CAF-1811-3 Construction Inspector (Earthwork)
Construction Inspector (Concrete)
Construction Inspector (Dredging)

CAP-1803-9	Coal Mine Inspector
CAP-1803-11	Coal Mine Inspector
CAP-1803-12	Coal Mine Inspector
CAP-1803-13	Coal Mine Inspector

COTTON CLASSING SERIES CAP-1810-3

This series includes all classes of positions the duties of which are to advise on, supervise, or perform work in the classing of cotton as to grade and staple length in accordance with official standards and regulations.

Skills and Operations: Ability to measure lengths.

CAP-1810-2	Cotton Classing Assistant
CAP-1810-7	Cotton Classifier
CAP-1810-9	Cotton Classifier
CAP-1810-11	Cotton Classifier
CAP-1810-12	Cotton Classifier (Supervisory)
	Cotton Classifier (Non-supervisory)

CONSTRUCTION INSPECTION SERIES CAP-1811-3

This series includes all classes of positions the duties of which are to supervise or perform work involved in the inspection of building and public works construction, such as the construction of dams, structures, airports, wharves, sewers, tunnels, highways, streets, and other civil works; the inspection of dredging of rivers and harbors; and the inspection of construction material for compliance with contract plans and specifications, acceptable construction practices, building and zoning codes, or state requirements on construction work.

Skills and Operations: Ability to read and understand

simple blueprints, specifications, and shop drawings.

CAP-1811-3	Construction Inspector (Earthwork)
	Construction Inspector (Concrete)
	Construction Inspector (Dredging)

Construction Inspector (Piling)
 Construction Inspector (Materials)
 Construction Inspector (Boring)
 Construction Inspector (General)

Skills and Operations: Knowledge of arithmetic; familiarity with and use of surveying instruments.

CAF-1811-4 Construction Inspector (Earthwork)
 Construction Inspector (Concrete)
 Construction Inspector (Dredging)
 Construction Inspector (Piling)
 Construction Inspector (Materials)
 Construction Inspector (Boring)
 Construction Inspector (General)

CAF-1811-5 Construction Inspector (Earthwork)
 Construction Inspector (Concrete)
 Construction Inspector (Dredging)
 Construction Inspector (Piling)
 Construction Inspector (Materials)
 Construction Inspector (Boring)
 Construction Inspector (General)

CAF-1811-6 Construction Inspector (Earthwork)
 Construction Inspector (Concrete)
 Construction Inspector (Dredging)
 Construction Inspector (Piling)
 Construction Inspector (Materials)
 Construction Inspector (Boring)
 Construction Inspector (General)
 Supervising Construction Inspector (General)

CAF-1811-7 Construction Inspector (Earthwork)
 Construction Inspector (Concrete)
 Construction Inspector (Dredging)
 Construction Inspector (Piling)
 Construction Inspector (Materials)
 Construction Inspector (Boring)
 Construction Inspector (General)
 Supervising Construction Inspector (General)

CAF-1811-9 Supervising Construction Inspector (General)

CAF-1811-11 Supervising Construction Inspector (General)

Construction Inspector (General)
Construction Inspector (Boring)
Construction Inspector (Materials)
Construction Inspector (Piling)

Skills and Operations: Knowledge of arithmetic; familiar-

with use of surveying instruments.

CAP-1811-4	Construction Inspector (Earthwork) Construction Inspector (Concrete) Construction Inspector (Drainage) Construction Inspector (Piling) Construction Inspector (Materials) Construction Inspector (Boring) Construction Inspector (General)
CAP-1811-5	Construction Inspector (Earthwork) Construction Inspector (Concrete) Construction Inspector (Drainage) Construction Inspector (Piling) Construction Inspector (Materials) Construction Inspector (Boring) Construction Inspector (General)
CAP-1811-6	Construction Inspector (Earthwork) Construction Inspector (Concrete) Construction Inspector (Drainage) Construction Inspector (Piling) Construction Inspector (Materials) Construction Inspector (Boring) Construction Inspector (General) Supervising Construction Inspector (General)
CAP-1811-7	Construction Inspector (Earthwork) Construction Inspector (Concrete) Construction Inspector (Drainage) Construction Inspector (Piling) Construction Inspector (Materials) Construction Inspector (Boring) Construction Inspector (General) Supervising Construction Inspector (General)
CAP-1811-8	Supervising Construction Inspector (General)
CAP-1811-11	Supervising Construction Inspector (General)

CAF-1824-0 DAIRY AND POULTRY INSPECTION AND GRADING SERIES

This series includes all classes of positions the duties of which are to advise on, supervise, or perform the inspection of dairy and poultry products for the purpose of grading them in accordance with official standards and regulations.

Skills and Operations: Weights; size.

CAF-1824-7 Dairy Products Grader
Poultry Products Grader
Dairy and Poultry Products Grader

CAF-1824-9 Poultry Products Grader (Area)
Dairy Products Grader (Resident)
Dairy and Poultry Products Grader

CAF-1824-12 Dairy Products Grader
Poultry Products Grader

CAF-1832-0 FRESH FRUIT AND VEGETABLE INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, advise on, supervise, or perform work in the inspection of fresh vegetables for the purpose of certifying their quality, condition, size, and pack in accordance with official standards and regulations.

Skills and Operations: Ability to calculate percentage of decayed or defective stock by counting or weighing a representative sample and applying this percentage to the entire amount involved.

CAF-1832-7 Fresh Fruit and Vegetable Inspector (Terminal Market)

CAF-1832-9 Fresh Fruit and Vegetable Inspector-in-Charge (Terminal Market)
Fresh Fruit and Vegetable Inspector (Terminal Market)
Fresh Fruit and Vegetable Inspector (Shipping-Area)

CAP-1824-0 DAIRY AND POULTRY INSPECTION AND GRADING SERIES

This series includes all classes of positions the duties of which are to advise on, supervise, or perform the inspection of dairy and poultry products for the purpose of grading them in accordance with official standards and regulations.

Skills and Operations: Weights; also.

- CAP-1824-7 Dairy Products Grader
Poultry Products Grader
Dairy and Poultry Products Grader
- CAP-1824-8 Poultry Products Grader (Area)
Dairy Products Grader (Resident)
Dairy and Poultry Products Grader
- CAP-1824-18 Dairy Products Grader
Poultry Products Grader

CAP-1832-0 FRESH FRUIT AND VEGETABLE INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, advise on, supervise, or perform work in the inspection of fresh vegetables for the purpose of certifying their quality, condition, size, and pack in accordance with official standards and regulations.

Skills and Operations: Ability to calculate percentage of

decayed or defective stock by counting or weighing a representative sample and applying this percentage to the entire amount involved.

- CAP-1832-7 Fresh Fruit and Vegetable Inspector (Terminal Market)
- CAP-1832-8 Fresh Fruit and Vegetable Inspector-in-Charge (Terminal Market)
Fresh Fruit and Vegetable Inspector (Terminal Market)
Fresh Fruit and Vegetable Inspector (Shipping Area)

[illegible]

CAF-1832-12 Fresh Fruit and Vegetable Inspector (Shipping
Area)

CAF-1832-13 Fresh Fruit and Vegetable Inspector (District)

CAF-1836-0 GRAIN INSPECTION SUPERVISING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertinent to the supervising of the application of official standards for various grades of grain by licensed inspectors.

CAF-1836-5 Grain Inspection Supervisor

CAF-1836-7 Grain Inspection Supervisor

CAF-1836-9 Grain Inspection Supervisor
District Grain Inspection Supervisor

CAF-1836-11 District Grain Inspection Supervisor

CAF-1836-12 District Grain Inspection Supervisor

CAF-1844-0 MEAT GRADING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the grading of meat in accordance with official standards and regulations.

Skills and Operations: Ability to determine weight accurately to check on specifications for shipping, etc.

CAF-1844-7 Meat Grader

CAF-1844-9 Meat Grader
Meat Grader (Area)

CAF-1844-11 Meat Grader (Region)

CAP-1832-11	Fresh Fruit and Vegetable Inspector-in-Charge (Terminal Market)
CAP-1832-12	Fresh Fruit and Vegetable Inspector (Shipping Area)
CAP-1832-13	Fresh Fruit and Vegetable Inspector (District)

CAP-1836-0 GRAIN INSPECTION SUPERVISING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work pertaining to the supervising of the application of official standards for various grades of grain by licensed inspectors.

CAP-1836-2	Grain Inspection Supervisor
CAP-1836-7	Grain Inspection Supervisor
CAP-1836-9	Grain Inspection Supervisor
CAP-1836-11	District Grain Inspection Supervisor
CAP-1836-12	District Grain Inspection Supervisor

CAP-1844-0 MEAT GRADING SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work involved in the grading of meat in accordance with official standards and regulations.

Skills and Operations: Ability to determine weight accu-

rately to check on specifications for shipping, etc.

CAP-1844-7	Meat Grader
CAP-1844-9	Meat Grader
CAP-1844-11	Meat Grader (Area)
CAP-1844-12	Meat Grader (Region)

CAF-1860-0 PROCESSED FRUIT AND VEGETABLE INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the inspection of processed fruits and vegetables for the purpose of classifying them in accordance with grades defined in official standards.

CAF-1860-5	Processed Fruit and Vegetable Inspector
CAF-1860-7	Processed Fruit and Vegetable Inspector
CAF-1860-9	Processed Fruit and Vegetable Inspector
	Processed Fruit and Vegetable Inspector (Supervisory)
	Processed Fruit and Vegetable Inspector (Area)
CAF-1860-11	Processed Fruit and Vegetable Inspector (Area)

CAF-1885-0 CLOTHING INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform inspection of finished clothing or of clothing during the manufacturing process to determine or assure compliance with contracts, specifications, and other standards controlling quality and serviceability.

Skills and Operations: Simple measurements.

CAF-1885-2	Clothing Inspector
CAF-1885-3	Clothing Inspector
CAF-1885-4	Clothing Inspector
CAF-1885-5	Clothing Inspector
CAF-1885-6	Clothing Inspector
CAF-1885-7	Clothing Inspector
CAF-1885-9	Clothing Inspector
CAF-1885-10	Clothing Inspector

CAF-1880-0 PROCESSED FRUIT AND VEGETABLE INSPECTION SERIES

This series includes all classes of positions the duties of which are to supervise or perform work pertinent to the inspection of processed fruits and vegetables for the purpose of classifying them in accordance with grades defined in official standards.

CAF-1880-5	Processed Fruit and Vegetable Inspector
CAF-1880-7	Processed Fruit and Vegetable Inspector
CAF-1880-8	Processed Fruit and Vegetable Inspector
CAF-1880-9	Processed Fruit and Vegetable Inspector (Supervisory)
CAF-1880-10	Processed Fruit and Vegetable Inspector (Area)
CAF-1880-11	Processed Fruit and Vegetable Inspector (Area)

CAF-1885-0 CLOTHING INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform inspection of finished clothing or of clothing during the manufacturing process to determine or assure compliance with contracts, specifications, and other standards controlling quality and serviceability.

Skills and Operations: Sample measurements.

CAF-1885-2	Clothing Inspector
CAF-1885-3	Clothing Inspector
CAF-1885-4	Clothing Inspector
CAF-1885-5	Clothing Inspector
CAF-1885-6	Clothing Inspector
CAF-1885-7	Clothing Inspector
CAF-1885-8	Clothing Inspector
CAF-1885-10	Clothing Inspector

CAF-1888-0 TEXTILE INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform inspection of finished finished textile fabrics or of textiles during the manufacturing processes to determine or assure compliance with contract specifications and other standards controlling quality and serviceability.

CAF-1888-2 Textile Inspector

CAF-1888-5 Textile Inspector

CAF-1888-6 Textile Inspector

CAF-1888-7 Textile Inspector

CAF-1888-8 Textile Inspector

CAF-1888-9 Textile Inspector

CAF-1888-10 Textile Inspector

CAF-1889-0 TOBACCO INSPECTION AND GRADING SERIES

This series includes all classes of positions the duties of which are to advise on, supervise, or perform work involved in the inspection of tobacco for the purpose of grading it in accordance with official standards and regulations.

CAF-1889-5 Tobacco Inspector

CAF-1889-7 Tobacco Inspector

CAF-1889-9 Tobacco Inspector

CAF-1889-11 Tobacco Inspector (Market Supervisor)
Tobacco Inspector (Area)

CAF-1889-12 Tobacco Inspector (Area Supervisor)

CAF-1910-0 AIRCRAFT INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which

TEXTILE INSPECTION SERIES

CAP-1888-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform inspection of finished textile fabrics or of textiles during the manufacturing processes to determine or assure compliance with contract specifications and other standards controlling quality and serviceability.

CAP-1888-2	Textile Inspector
CAP-1888-3	Textile Inspector
CAP-1888-4	Textile Inspector
CAP-1888-5	Textile Inspector
CAP-1888-6	Textile Inspector
CAP-1888-7	Textile Inspector
CAP-1888-8	Textile Inspector
CAP-1888-9	Textile Inspector
CAP-1888-10	Textile Inspector

TOBACCO INSPECTION AND GRADING SERIES

CAP-1889-0

This series includes all classes of positions the duties of which are to advise on, supervise, or perform work involved in the inspection of tobacco for the purpose of grading it in accordance with official standards and regulations.

CAP-1889-2	Tobacco Inspector
CAP-1889-3	Tobacco Inspector
CAP-1889-4	Tobacco Inspector
CAP-1889-11	Tobacco Inspector (Market Supervisor)
CAP-1889-12	Tobacco Inspector (Area Supervisor)

AIRCRAFT INSPECTION SERIES

CAP-1910-0

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which

is primarily concerned with inspection of the manufacture, fabrication, assembly, modification, conversion, overhaul, maintenance, or repair, or inspections involved in the procurement of heavier-than-air craft and lighter-than-air craft and airframes, and of assemblies thereof, and the installation of all types of subassemblies and components thereof, to determine or insure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Ability to learn elementary and basic techniques of blueprint reading, shop arithmetic, precision measurement.

CAF-1910-2 Aircraft Inspector

Skills and Operations: Knowledge of shop arithmetic, ability to read and use simple blueprints, ability to make less difficult precision measurements.

CAF-1910-3 Aircraft Inspector

Skills and Operations: Ability to understand the meaning of tolerances and clearances; skill in the use of a variety of precision instruments.

CAF-1910-4 Aircraft Inspector

Skills and Operations: Ability to understand tolerances and clearances; skill in application of dimensional control through the use of precision test instruments; skill in making observations and comparisons as to size.

CAF-1910-5 Aircraft Inspector

CAF-1910-6 Aircraft Inspector

CAF-1910-7 Aircraft Inspector

is primarily concerned with inspection of the manufacture, fabrication, assembly, modification, conversion, overhaul, maintenance, or repair, or inspections involved in the procurement of heavier-than-air craft and lighter-than-air craft and airframes, and of assemblies thereof, and the installation of all types of subassemblies and components thereof, to determine or insure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Ability to learn elementary and

basic techniques of blueprint reading, shop arithmetic, precision measurement.

CAP-1910-2 Aircraft Inspector

Skills and Operations: Knowledge of shop arithmetic,

ability to read and use simple blueprints, ability to make less difficult precision measurements.

CAP-1910-3 Aircraft Inspector

Skills and Operations: Ability to understand the meaning

of tolerances and clearances; skill in the use of a variety of precision instruments.

CAP-1910-4 Aircraft Inspector

Skills and Operations: Ability to understand tolerances

and clearances; skill in application of dimensional control through the use of precision test instruments; skill in making observations and comparisons as to size.

CAP-1910-5 Aircraft Inspector

CAP-1910-6 Aircraft Inspector

CAP-1910-7 Aircraft Inspector

CAF-1910-8 Aircraft Inspector
 CAF-1910-9 Aircraft Inspector
 CAF-1910-10 Aircraft Inspector
 CAF-1910-11 Aircraft Inspector
 CAF-1910-12 Aircraft Inspector
 CAF-1910-13 Aircraft Inspector
 CAF-1910-14 Aircraft Inspector

CAF-1915-0 AIRCRAFT PROPELLER INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with inspection in connection with procurement, manufacture, development, fabrication, assembly, and test of all types of aircraft propellers and propeller sub-assemblies, to determine or assure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Some knowledge of shop arithmetic; ability to read and use simple blueprints; ability to make observations and comparisons as to size.

CAF-1915-3 Aircraft Propeller Inspector (Metal)
 Aircraft Propeller Inspector (Wood)
 Aircraft Propeller Inspector (Plastic)

Skills and Operations: Knowledge of shop arithmetic; ability to use precision instruments and gages for less difficult measurements.

CAF-1915-4 Aircraft Propeller Inspector (Metal)
 Aircraft Propeller Inspector (Wood)
 Aircraft Propeller Inspector (Plastic)

Skills and Operations: Dimensional control to close

CAF-1910-8	Aircraft Inspector
CAF-1910-9	Aircraft Inspector
CAF-1910-10	Aircraft Inspector
CAF-1910-11	Aircraft Inspector
CAF-1910-12	Aircraft Inspector
CAF-1910-13	Aircraft Inspector
CAF-1910-14	Aircraft Inspector

CAF-1910-5 AIRCRAFT PROPELLER INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with inspection in connection with procurement, manufacture, development, fabrication, assembly, and test of all types of aircraft propellers and propeller sub-assemblies, to determine or assure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Some knowledge of shop arithmetic; ability to read and use simple blueprints; ability to make observations and comparisons as to size.

CAF-1910-3	Aircraft Propeller Inspector (Metal)
	Aircraft Propeller Inspector (Wood)
	Aircraft Propeller Inspector (Plastic)

Skills and Operations: Knowledge of shop arithmetic; ability to use precision instruments and gages for less difficult measurements.

CAF-1910-4	Aircraft Propeller Inspector (Metal)
	Aircraft Propeller Inspector (Wood)
	Aircraft Propeller Inspector (Plastic)

Skills and Operations: Dimensional control to close

tolerances for variable-pitch propellers involving such measurements as parallel surfaces, concentricity, and angularity; ability to make computations from standard trigonometric tables.

CAF-1915-5 Aircraft Propeller Inspector

Skills and Operations: Skill in the use of precision instruments and gages.

CAF-1915-6 Aircraft Propeller Inspector (Metal)
 Aircraft Propeller Inspector (Wood)
 Aircraft Propeller Inspector (Plastic)

CAF-1915-7 Aircraft Propeller Inspector

CAF-1915-8 Aircraft Propeller Inspector (Metal)
 Aircraft Propeller Inspector (Wood)
 Aircraft Propeller Inspector (Plastic)

CAF-1915-9 Aircraft Propeller Inspector (Metal)

CAF-1915-10 Aircraft Propeller Inspector (Metal)

CAF-1915-11 Aircraft Propeller Inspector (Metal)
 Aircraft Propeller Inspector (General)

CAF-1915-12 Aircraft Propeller Inspector (General)

CAF-1942-0 AIRCRAFT ENGINE INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with inspection in connection with procurement, manufacture, development, fabrication, assembly, and test of all types of aircraft engines and engine subassemblies to determine or assure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Some knowledge of shop arithmetic; ability to read and use simple blueprints; ability to make observations and comparisons between standards and specimens

tolerances for variable-pitch propellers involving such measurements as parallel surfaces, concentricity, and angularity; ability to make computations from standard trigonometric tables.

CAP-1915-6 Aircraft Propeller Inspector

Skills and Operations: Skills in the use of precision

instruments and gages.

CAP-1915-8 Aircraft Propeller Inspector (Metal)
Aircraft Propeller Inspector (Wood)
Aircraft Propeller Inspector (Plastic)

CAP-1915-7 Aircraft Propeller Inspector

CAP-1915-8 Aircraft Propeller Inspector (Metal)
Aircraft Propeller Inspector (Wood)
Aircraft Propeller Inspector (Plastic)

CAP-1915-9 Aircraft Propeller Inspector (Metal)

CAP-1915-10 Aircraft Propeller Inspector (Metal)

CAP-1915-11 Aircraft Propeller Inspector (Metal)
Aircraft Propeller Inspector (General)

CAP-1915-12 Aircraft Propeller Inspector (General)

CAP-1942-0 AIRCRAFT ENGINE INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with inspection in connection with procurement, manufacture, development, fabrication, assembly, and test of all types of aircraft engines and engine subassemblies to determine or assure compliance with contracts, specifications, and other standards controlling quality, efficiency, and safety.

Skills and Operations: Some knowledge of shop arithmetic;

ability to read and use simple blueprints; ability to make

observations and comparisons between standards and specimens

as to size.

CAF-1942-3 Aircraft Engine Inspector

Skills and Operations: Knowledge of shop arithmetic; ability to use precision instruments and gages for less difficult measurements.

CAF-1942-4 Aircraft Engine Inspector

Skills and Operations: Skill in making observations and comparisons as to size; ability to use precision instruments and gages; ability to make computations from standard trigonometric tables.

CAF-1942-5 Aircraft Engine Inspector

CAF-1942-6 Aircraft Engine Inspector

CAF-1942-7 Aircraft Engine Inspector

CAF-1942-8 Aircraft Engine Inspector

CAF-1942-9 Aircraft Engine Inspector

CAF-1942-10 Aircraft Engine Inspector

CAF-1942-11 Aircraft Engine Inspector

CAF-1942-12 Aircraft Engine Inspector

CAF-1942-13 Aircraft Engine Inspector

CAF-1942-14 Aircraft Engine Inspector

CAF-1980-0 SHIPBUILDING INSPECTION SERIES

This series includes those classes of positions, the duties of which are primarily concerned with inspection of the construction, assembly, modification, conversion, overhaul, or repair of vessels, or inspections involved in the procurement of vessels, or inspections involved in the procurement of

as to size.

CAP-1942-3 Aircraft Engine Inspector

Skills and Operations: Knowledge of shop arithmetic; ability to use precision instruments and gages for less difficult measurements.

CAP-1942-4 Aircraft Engine Inspector

Skills and Operations: Skill in making observations and comparisons as to size; ability to use precision instruments and gages; ability to make computations from standard trigonometric tables.

CAP-1942-5 Aircraft Engine Inspector

CAP-1942-6 Aircraft Engine Inspector

CAP-1942-7 Aircraft Engine Inspector

CAP-1942-8 Aircraft Engine Inspector

CAP-1942-9 Aircraft Engine Inspector

CAP-1942-10 Aircraft Engine Inspector

CAP-1942-11 Aircraft Engine Inspector

CAP-1942-12 Aircraft Engine Inspector

CAP-1942-13 Aircraft Engine Inspector

CAP-1942-14 Aircraft Engine Inspector

CAR-1980-0 SHIPBUILDING INSPECTION SERIES

This series includes those classes of positions, the duties of which are primarily concerned with inspection of the construction, assembly, modification, conversion, overhaul, or repair of vessels, or inspections involved in the procurement of vessels, or inspections involved in the procurement of

vessels, by, for, or under the jurisdiction of departments or agencies of the Federal Government. Such inspections are characteristically made to insure conformance to plans, specifications, and good naval or marine practice of material, workmanship, or performance of hull, mechanical, or electrical structures, apparatus, installations, and systems for vessels of various classes. Such inspections are usually in fabricating shops or on vessels either on the ways, in the wet basin, or during dock trials.

Skills and Operations: Ability to interpret blueprints.

CAF-1980-5	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

CAF-1980-6	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

CAF-1980-7	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

Skills and Operations: Ability to use precision gauges and similar instruments.

CAF-1980-8	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

CAF-1980-9	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

CAF-1980-10	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

CAF-1980-11	Shipbuilding Inspector (General)
	Shipbuilding Inspector (Hull)
	Shipbuilding Inspector (Mechanical)
	Shipbuilding Inspector (Electrical)

vessels, by, for, or under the jurisdiction of departments or agencies of the Federal Government. Such inspections are characteristically made to insure compliance to plans, specifications, and good naval or marine practice of material, workmanship, or performance of hull, mechanical, or electrical structures, apparatus, installations, and systems for vessels of various classes. Such inspections are usually in factory or during dock trials.

Skills and Operations: Ability to interpret blueprints.

- CAP-1980-5 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)
- CAP-1980-6 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)
- CAP-1980-7 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)

Skills and Operations: Ability to use precision gauges

and similar instruments.

- CAP-1980-8 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)
- CAP-1980-9 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)
- CAP-1980-10 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)
- CAP-1980-11 Shipbuilding Inspector (General)
Shipbuilding Inspector (Hull)
Shipbuilding Inspector (Mechanical)
Shipbuilding Inspector (Electrical)

CAF-1980-12 Shipbuilding Inspector (General)
 Shipbuilding Inspector (Hull)
 Shipbuilding Inspector (Mechanical)
 Shipbuilding Inspector (Electrical)

CAF-1980-13 Shipbuilding Inspector

CAF-2010-0 CUSTOMS PATROL INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform such work in the enforcement of customs and related laws as requires the patrolling of the United States boundaries for the prevention of entry of merchandise into the United States except through legally designated ports of entry or stations.

CAF-2010-6 Customs Patrol Inspector

CAF-2010-7 Customs Patrol Inspector

CAF-2010-8 Customs Patrol Inspector

CAF-2010-10 Customs Patrol Inspector

Skills and Operations: Preparation of budget estimates, property records, etc.

CAF-2010-11 Customs Patrol Inspector

CAF-2010-12 Customs Patrol Inspector

CAF-2020-0 IMMIGRATION PATROLMAN SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with the detection and prevention of smuggling and illegal entry of aliens into the United States along the international boundaries of Mexico and Canada, and the Gulf and Florida coast, with the apprehension of persons guilty of such violations, and with delivering them to immigrant inspectors.

CAF-2020-6 Immigration Patrolman

- CAP-1980-12 Shipbuilding Inspector (General)
- Shipbuilding Inspector (Hull)
- Shipbuilding Inspector (Mechanical)
- Shipbuilding Inspector (Electrical)
- CAP-1980-13 Shipbuilding Inspector

CAP-2010-0 CUSTOMS PATROL INSPECTION SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform such work in the enforcement of customs and related laws as requires the patrolling of the United States boundaries for the prevention of entry of merchandise into the United States except through legally designated ports of entry or stations.

- CAP-2010-6 Customs Patrol Inspector
- CAP-2010-7 Customs Patrol Inspector
- CAP-2010-8 Customs Patrol Inspector
- CAP-2010-10 Customs Patrol Inspector

Skills and Operations: Preparation of budget estimates, property records, etc.

- CAP-2010-11 Customs Patrol Inspector
- CAP-2010-12 Customs Patrol Inspector

CAP-2020-0 IMMIGRATION PATROLMAN SERIES

This series includes all classes of positions the duties of which are to administer, supervise, or perform work which is primarily concerned with the detection and prevention of smuggling and illegal entry of aliens into the United States along the international boundaries of Mexico and Canada, and the Gulf and Florida coast, with the apprehension of persons guilty of such violations, and with delivering them to Immigration inspectors.

- CAP-2020-6 Immigration Patrolman

CAF-2020-7	Immigration Patrolman
CAF-2020-8	Immigration Patrolman
CAF-2020-9	Immigration Patrolman
CAF-2020-10	Immigration Patrolman
CAF-2020-11	Immigration Patrolman

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CAP-3030-7	Immigration Patrolman
CAP-3030-8	Immigration Patrolman
CAP-3030-9	Immigration Patrolman
CAP-3030-10	Immigration Patrolman
CAP-3030-11	Immigration Patrolman

Treatment of the data. The following tables provide an easily accessible index to the series and show the number of grades and positions involving certain specific mathematical knowledges, skills, and operations. They also show the percentage of the series, grades, and positions relative to either the individual or combined classifications involving these mathematical knowledges, skills, and operations. These are based on the following totals:

SP:

36 Series

185 Grades

519 Positions or jobs

CAF:

113 Series

683 Grades

1458 Positions or jobs

Combined SP and CAF:

149 Series

868 Grades

1957 Positions or jobs

The totals at the bottoms of each of the tables show the series having the greatest number of grades or positions requiring mathematical backgrounds.

12

Treatment of the data. The following tables provide an

easily accessible index to the series and show the number of
grades and positions involving certain specific mathematical
knowledge, skills, and operations. They also show the per-
centage of the series, grades, and positions relative to either
the individual or combined classifications involving these
mathematical knowledge, skills, and operations. These are
based on the following totals:

SP:

33 Series

183 Grades

813 Positions or Jobs

CAP:

113 Series

583 Grades

1453 Positions or Jobs

Combined SP and CAP:

143 Series

868 Grades

1937 Positions or Jobs

The totals at the bottom of each of the tables show the
series having the greatest number of grades or positions re-
quiring mathematical backgrounds.

Totals									
Education	34.	0	3	0	5	SP	JT	J	80
Govt. Employment	53.
Account. & Audit.	53.
Varied Clerical	51.
Insur. & Insurance	50.
Repos. Credit	49.
Repos. & Contracts	49.
Business Costs	47.
Prices, Bills	46.
Inventory	45.
Produce	44.
Reprints, Percent	43.
Charts & Diagrams	42.
Weights & Measures	41.
Plant, Principles	40.
Scientific Instrum.	39.
Hydrography & Maps	38.
Islands & Formations	37.
Knowledge of Life	36.
Knowledge of Arts	35.
Scientific "	34.
Historical Meth. Cal.	33.
Med. Hist. Meth. Cal.	32.
Statistical Meth. Cal.	31.

PAGES 1 CONTINUED

TABLE III

SP SERIES, GRADE, AND POSITION TOTALS AND PERCENTAGES FOR THE LISTED MATHEMATICS, SKILLS AND OPERATIONS

SERIES	GRADE		POSITION			
	Total	Percent	Total	Percent		
Simple Math. Cal.	8	22.24	43	23.21	223	42.97
Mod. Diff. Math. Cal.	2	5.56	9	4.86	64	12.33
Difficult Math. Cal.	2	5.56	6	3.24	98	18.88
Scientific Math. Cal.	8	22.24	30	16.23	54	10.40
Knowledge of Alg.	1	2.88	3	1.62	13	2.50
Knowledge of Trig.	6	2.88	2	1.08	12	2.31
Tables & Formulas	1	2.88	5	2.71	22	4.24
Blueprints & Maps	11	30.60	52	28.10	203	39.11
Scientific Instru.	8	22.24	40	21.61	86	16.75
Draft, Principles	2	5.56	13	7.03	46	8.86
Weights & Measures	5	13.90	25	13.50	72	13.87
Charts & Diagrams	1	2.88	6	3.42	24	4.62
Decimals, Percent	7	19.45	32	17.03	116	23.35
Budgets	0	0.00	0	0.00	0	0.00
Invoices	0	0.00	0	0.00	0	0.00
Prices, Bills	0	0.00	0	0.00	0	0.00
Estimate Costs	3	8.33	9	4.86	103	19.85
Leases & Contracts	0	0.00	0	0.00	0	0.00
Reposs., Credit	0	0.00	0	0.00	0	0.00
Loans, Insurance	0	0.00	0	0.00	0	0.00
Varied Clerical	14	38.93	68	36.74	180	34.68
Account. & Audit.	0	0.00	0	0.00	0	0.00
Surv. Principles	2	5.56	10	5.41	29	5.59
Statistics	0	0.00	0	0.00	0	0.00

SP. SERIES, GRADE, AND POSITION TITLES AND PERCENTAGES FOR THE LISTED ACTIVITIES, SKILLS AND OPERATIONS

PAGE III

	SP.	SERIES		GRADE		POSITION	
		Total	Percent	Total	Percent	Total	Percent
Statistics	31.	0	0.00	0	0.00	0	0.00
Drive, Principles	32.	2	2.20	10	2.11	53	2.22
Account. & Audit.	33.	0	0.00	0	0.00	0	0.00
Varied Clerical	34.	11	36.23	66	36.11	180	31.98
Learn; Insurance	35.	0	0.00	0	0.00	0	0.00
Recess. & Credit	36.	0	0.00	0	0.00	0	0.00
Business & Contracts	37.	0	0.00	0	0.00	0	0.00
Estimate Costs	38.	0	0.00	0	0.00	0	0.00
Prices; Bills	39.	2	8.13	2	1.88	103	19.82
Invoices	40.	0	0.00	0	0.00	0	0.00
Budgets	41.	0	0.00	0	0.00	0	0.00
Declinings; Percent	42.	0	0.00	0	0.00	0	0.00
Charts & Diagrams	43.	1	12.15	35	11.03	176	53.32
Weights & Measures	44.	1	12.88	6	3.15	51	11.92
Decl. Principles	45.	2	13.20	52	13.40	15	13.81
Scientific Instrum.	46.	3	2.40	13	1.03	119	8.69
Rhinoceros & Maps	47.	8	28.51	10	27.61	69	19.12
Tables & Formulas	48.	11	30.60	15	50.16	203	38.11
Knowledge of Phys.	49.	1	5.88	2	5.17	35	11.51
Knowledge of Alg.	50.	1	5.88	2	7.48	13	5.71
Scientific Meth. Cal.	51.	1	5.88	2	1.63	13	5.71
Diagrams Meth. Cal.	52.	8	23.51	30	16.63	24	10.10
Math. Meth. Cal.	53.	5	2.28	9	3.51	20	16.38
Math. Meth. Cal.	54.	5	2.28	8	11.89	61	15.33
Single Math. Cal.	55.	8	23.51	13	52.61	233	15.93

[illegible]

[illegible]

TABLE IV CONTINUED

Simple Math. Cal.	1.	•	8	630-0
Mod. Diff. Math. Cal.	2.	•	•	635-0
Difficult Math. Cal.	3.	•	•	640-0
Scientific Math. Cal.	4.	•	•	650-0
Knowledge of Alg.	5.	•	•	810-0
Knowledge of Trig.	6.	•	•	812-0
Tables & Formulas	7.	•	•	814-0
Blueprints & Maps	8.	•	•	820-0
Scientific Instru.	9.	•	•	832-0
Draft. Principles	10.	•	•	840-0
Weights & Measures	11.	•	•	842-0
Charts & Diagrams	12.	•	•	844-0
Decimals, Percents	13.	•	•	848-0
Budgets	14.	•	•	860-0
Invoices	15.	•	•	880-0
Prices, Bills	16.	•	•	882-0
Estimate Costs	17.	•	•	884-0
Leases & Contracts	18.	•	•	886-0
Reposs., Credit	19.	•	•	918-0
Loans, Insurance	20.	8	•	
Varied Clerical	21.	•	•	
Account. & Audit.	22.	•	•	
Surv. Principles	23.	•	•	
Statistics	24.	•	•	
Totals	24.	20	0	3
			4	1
			5	5
			6	3
			14	7
			0	•
			0	•
			5	•
			0	•
			2	•
			5	•
			0	•
			7	•
			8	•
			25	•

Station	Details	8	18	2	11	1	11	9	1	9	13	0	14	83	9	10	34	12	0	0
Statist.	
Gen. Principles	
Account. & Audit	
Varied Clerical		8	2
Gen. Insurance		.	1
Notes & Credit	
Issues & Contracts	
Estimate Costs	
Prices, Bills	
Invoices	
Budgets	
Decimals, Percent	
Charts & Diagrams	
Weights & Measures	
Pract. Principles	
Scientific Inquiry	
Fluorimetry & Rays	
Tables & Formulas	
Knowledge of Life	
Knowledge of Life	
Scientific Math. Gen.	
Practical Math. Gen.	
Mod. Math. Math. Gen.	
Simple Math. Gen.	

1. Single Math. Cal.
 2. Mod. Math. Math. Cal.
 3. Practical Math. Cal.
 4. Elementary Math. Cal.
 5. Knowledge of Math.
 6. Tables & Formulas
 7. Diagrams & Maps
 8. Scientific Method
 9. Brief, Practical
 10. Algebra & Geometry
 11. Geometry & Trigonometry
 12. Calculus
 13. Statistics
 14. Probability
 15. Insurance
 16. Life Insurance
 17. Marine Insurance
 18. Fire Insurance
 19. Life Insurance
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Totals

1930-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1931-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1932-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1933-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1934-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1935-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1936-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1937-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1938-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1939-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1940-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1941-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1942-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1943-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1944-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1945-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1946-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1947-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1948-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1949-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1950-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1951-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1952-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1953-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1954-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1955-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1956-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1957-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1958-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1959-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0
1960-0	1	0	2	10	3	10	0	3	0	8	0	0	0	27	12	22	12	5	0

STATE IN COMPARISON

	Total	13	32	8	12	1	32	13	1	8	13	0	11	53	9	19	88	23	0	0
Pharmacology	51
Gen. Principles	53
Accounting & Audit.	55	13	10
Legal & Judicial	57	.	13
Insurance	58
Business Credit	59
Business & Commerce	60
Business & Finance	61
Business & Law	62
Business & English	63
Business & History	64
Business & Geography	65
Business & Science	66
Business & Art	67
Business & Music	68
Business & Physical Education	69
Business & Social Science	70
Business & Languages	71
Business & Mathematics	72
Business & Computing	73
Business & Information Systems	74
Business & Project Management	75
Business & Quality Management	76
Business & Human Resources	77
Business & Marketing	78
Business & International Trade	79
Business & Environmental Studies	80
Business & Health & Safety	81
Business & Ethics	82
Business & Law	83
Business & Economics	84
Business & Statistics	85
Business & Mathematics	86
Business & Science	87
Business & Art	88
Business & Music	89
Business & Physical Education	90
Business & Social Science	91
Business & Languages	92
Business & Environmental Studies	93
Business & Health & Safety	94
Business & Ethics	95
Business & Law	96
Business & Economics	97
Business & Statistics	98
Business & Mathematics	99
Business & Science	100

Statistics	Total	0	0	1	28	2	2	8	1	1	5	5	2	2	15	0	8	0	0	0	1
Statistical	54	11	.	7
Stat. Principles	53
Accounting & Auditing	52
Various Clerical	51
Insurance & Investments	50
Business & Credit	49
Insurance & Contracts	48
Estimates & Costs	47
Principles, Bills	46
Invoices	45
Principles	44
Principles, Percent	43
Charts & Diagrams	42
Weights & Measures	41
Principles, Principles	40
Scientific Inquiry	39
Principles & Maps	38
Tables & Formulas	37
Knowledge of Life	36
Knowledge of Life	35
Scientific Method, Gen.	34
Principles, Method, Gen.	33
Method, Data, Method, Gen.	32
Simple Method, Gen.	31

TABLE A CONTINUED

	Total	18	0	0	101	3	15	0	1	0	8	0	0	0	21	80	22	21	3	0
Statistics	31.
Surv. Psychology	32.	.	.	.	32
Account & Audit	33.
Varied Classification	34.	12
License & Insurance	35.
Recess & Credit	36.
License & Classification	37.
Refugee Costs	38.
Process Bill	39.
Inventory	40.
Refugee	41.
Declaratory Process	42.
Change & Disposition	43.
Religion & Resources	44.
Religion Psychology	45.
Scientific Inquiry	46.
Scientific Inquiry	47.
Religion & Resources	48.
Knowledge of Life	49.
Knowledge of Life	50.
Religion & Resources	51.
Difficult Matter	52.
Mod. Diff. Matter	53.
Simple Matter	54.

TABLE A CONTINUED

TABLE VI
CAF SERIES, GRADE AND POSITION TOTALS AND PERCENTAGES FOR THE LISTED MATHEMATICS, SKILLS AND OPERATIONS

	SERIES		GRADE		POSITION	
	Total	Percent	Total	Percent	Total	Percent
Simple Math. Cal.	23	18.21	176	25.80	360	25.08
Mod. Diff. Math. Cal.	3	2.78	47	6.89	92	6.42
Difficult Math. Cal.	3	2.78	10	1.46	12	0.84
Scientific Math. Cal.	2	1.77	18	2.64	23	1.60
Knowledge of Alg.	0	0.00	0	0.00	0	0.00
Knowledge of Trig.	2	1.77	32	4.68	23	1.60
Tables & Formulas	7	6.28	34	4.98	54	3.76
Blueprints & Maps	7	6.28	63	9.23	300	20.91
Scientific Instru.	8	5.31	47	6.88	47	3.28
Draft. Principles	6	4.44	23	3.37	57	3.97
Weights & Measures	5	11.11	91	13.35	161	11.22
Charts & Diagrams	12	2.78	22	3.23	32	2.23
Decimals, Percent	3	11.11	47	6.88	73	5.08
Budgets	12	4.44	14	2.26	29	2.22
Invoices	5	1.77	16	2.34	16	1.12
Prices, Bills	2	1.77	17	2.49	26	1.81
Estimate Costs	2	7.07	31	5.54	78	5.44
Leases & Contracts	8	0.89	12	1.76	12	0.84
Reposs., Credit	1	2.78	27	3.96	31	2.16
Loans, Insurance	3	1.77	28	4.11	49	3.41
Varied Clerical	2	77.80	174	25.50	400	27.84
Account. & Audit.	30	5.31	65	9.53	135	9.41
Surv. Principles	6	0.89	6	0.88	38	2.92
Statistics	1	1.77	16	2.34	16	1.12
	2					

CAP SERIES, GRADE AND POSITION POINTS AND PERCENTAGES FOR THE LISTED MATERIALS, SLITS AND OPERATIONS
TABLE VI

	SERIES		GRADE		POSITION	
	Total	Percent	Total	Percent	Total	Percent
Refineries	51	1.14	76	5.31	19	1.75
Grav. Principles	53	0.49	9	0.82	39	3.25
Account. & Audit	55	2.37	62	6.23	132	8.71
Applied Chemistry	57	11.80	131	52.30	1700	51.81
Isomers, Inorganic	59	1.11	58	11.71	12	3.17
Reactions, Organic	18	5.48	54	3.06	31	3.17
Isomers & Conformation	18	0.69	75	1.49	12	0.61
Refineries Costs	11	1.01	31	2.21	48	2.71
Prices, Basic	18	1.11	14	3.79	59	1.87
Isomers	12	1.41	16	3.31	19	1.75
Refineries	14	1.11	16	5.59	63	3.35
Decomposition, Percent	13	1.71	11	0.39	43	2.08
Chemicals & Materials	18	3.48	55	1.63	35	5.85
Weights & Measures	11	11.71	31	13.71	191	13.35
Isomers, Principles	10	1.11	53	13.71	21	3.11
Refineries, Inorganic	8	2.37	63	0.68	14	3.58
Isomers & Reactions	8	0.53	41	2.63	360	80.91
Isomers & Reactions	4	0.58	31	1.68	51	7.68
Knowledge of Trig.	4	1.31	35	0.60	6	0.00
Knowledge of Alg.	2	0.01	9	0.49	53	1.63
Isomers, Inorganic	1	1.11	18	3.41	53	1.63
Refineries, Basic	3	3.48	10	1.69	75	0.87
Dec. Trig. Basic	3	3.48	14	0.98	25	2.75
Isomers, Basic	1	19.37	139	52.10	360	52.08

TABLE VII
COMBINED SP AND CAF
SERIES, GRADE AND POSITION TOTALS AND PERCENTAGES FOR THE LISTED MATHEMATICS, SKILLS AND OPERATIONS

	SERIES		GRADE		POSITION	
	Total	Percent	Total	Percent	Total	Percent
Simple Math. Cal.	31	20.80	219	25.20	583	29.79
Mod. Diff. Math. Cal.	5	3.40	56	6.49	156	7.88
Difficult Math. Cal.	5	3.40	16	1.84	110	4.65
Scientific Math. Cal.	10	6.70	48	5.54	77	3.94
Knowledge of Alg.	1	0.70	3	0.35	13	0.67
Knowledge of Trig.	3	2.01	34	3.91	35	1.79
Tables & Formulas	8	5.40	39	4.48	76	3.89
Blueprints & Maps	18	12.75	115	13.22	503	25.74
Scientific Instru.	14	9.40	87	10.01	133	6.81
Draft. Principles	7	4.70	36	4.15	103	5.27
Weights & Measures	17	11.04	116	18.40	233	11.90
Charts & Diagrams	4	2.69	28	3.23	56	2.86
Decimals, Percent	19	12.72	79	9.00	189	9.67
Budgets	5	3.40	14	1.61	29	1.48
Invoices	2	1.30	16	1.84	16	0.82
Prices, Bills	2	1.30	17	1.95	26	1.33
Estimate Costs	11	7.38	40	4.61	181	9.26
Leases & Contracts	1	0.70	12	1.38	12	0.62
Reposs., Credit	3	2.01	27	3.10	31	1.58
Loans, Insurance	2	1.30	28	3.22	49	2.41
Varied Clerical	44	29.50	242	27.84	580	29.70
Account. & Audit.	6	4.02	65	7.47	135	6.91
Surv. Principles	3	2.01	16	1.84	67	3.43
Statistics	2	1.30	16	1.84	16	0.82

	SERIES		GRADE		POSITION	
	Total	Percent	Total	Percent	Total	Percent
Statistics	5	1.30	10	1.87	10	0.85
Gen. Principles	3	5.01	10	1.87	04	3.13
Account. & Audits	6	1.05	02	1.11	132	0.91
Applied Clerical	10	50.20	510	51.21	500	50.10
Person. Insurance	50	1.30	58	4.85	10	5.17
Repos. & Credit	10	6.41	51	3.10	17	1.28
Person. & Contractions	10	0.10	16	1.28	15	0.95
Refinancing Costs	11	1.28	10	1.47	101	0.56
Person. Bills	10	1.30	11	1.82	50	1.33
Services	5	1.30	10	1.87	10	0.85
Indebted	10	2.10	10	1.47	50	1.18
Debtors, Percent	10	15.15	10	0.40	100	8.93
Charters & Disburse	11	3.20	58	3.33	20	5.90
Weights & Measures	11	11.01	110	18.10	525	11.30
Pract. Principles	1	1.10	30	1.12	103	2.51
Scientific Instrum.	10	8.40	61	10.07	133	6.47
Biographical & Laws	10	13.15	112	13.55	103	52.14
Tables & Formulas	8	2.10	30	1.48	10	3.80
Knowledge of Trade	3	5.01	31	1.91	30	1.10
Knowledge of Arts	1	0.10	3	0.22	13	0.61
Scientific meth. Gen.	10	6.10	10	2.27	11	3.37
Practical meth. Gen.	1	3.10	10	1.87	110	1.62
Math. Meth. Gen.	1	3.10	02	0.40	110	1.88
Simple meth. Gen.	1	50.20	510	52.50	205	50.10

SERIES, GRADE AND POSITION TOTALS AND PERCENTAGES FOR THE LISTED INFORMATION, SKILLS AND OPERATIONS

COMBINED DE AND CDE

TABLE VII

CHAPTER IV

CONCLUSIONS, LIMITATIONS, AND
SUGGESTIONS FOR FURTHER STUDY

Conclusions. From this study several facts are apparent which should be of benefit to students interested in mathematics or government service, teachers of mathematics, and counselors of high school students. The most obvious of these are:

- 1.) No SP or CAF positions require formal courses in mathematics, but rather, specific knowledges and skills.
- 2.) The more difficult operations and skills may be acquired through experience as one rises through the various grades of the series.
- 3.) 20.8 per cent of the series, 25.2 per cent of the grades, and 29.79 per cent of the positions in the SP and CAF services combined require a knowledge of or the ability to do simple mathematical calculations.
- 4.) 3.4 per cent of the series, 6.49 per cent of the grades, and 7.88 per cent of the positions in the SP and CAF services combined require a knowledge of or ability to do moderately difficult mathematical calculations.
- 5.) 3.4 per cent of the series, 1.84 per cent of the grades, and 4.65 per cent of the positions in the SP and CAF services combined require a knowledge of or the ability to do difficult mathematical calculations.

CHAPTER IV

CONCLUSIONS, LIMITATIONS, AND
SUGGESTIONS FOR FURTHER STUDY

Conclusions. From this study several facts are apparent which should be of benefit to students interested in mathematics or government service, teachers of mathematics, and counselors of high school students. The most obvious of these are:

- 1.) No SP or CAF positions require formal courses in mathematics, but rather, specific knowledge and skills.
- 2.) The more difficult operations and skills may be acquired through experience as one rises through the various grades of the series.
- 3.) 80.8 per cent of the series, 35.2 per cent of the grades, and 33.79 per cent of the positions in the SP and CAF services combined require a knowledge of or the ability to do simple mathematical calculations.
- 4.) 3.4 per cent of the series, 6.49 per cent of the grades, and 7.82 per cent of the positions in the SP and CAF services combined require a knowledge of or ability to do moderately difficult mathematical calculations.
- 5.) 3.4 per cent of the series, 1.84 per cent of the grades, and 4.85 per cent of the positions in the SP and CAF services combined require a knowledge of or the ability to do difficult mathematical calculations.

6.) 6.7 per cent of the series, 5.54 per cent of the grades, and 3.94 per cent of the positions in the SP and CAF services combined require a knowledge of or ability to do scientific calculations.

7.) 0.7 per cent of the series, 0.35 per cent of the grades, and 0.67 per cent of the positions in the combined SP and CAF services require a knowledge of or ability to do algebra.

8.) 2.01 per cent of the series, 3.91 per cent of the grades, and 1.79 per cent of the positions in the combined SP and CAF services require a knowledge of or ability to do trigonometry.

9.) 29.5 per cent of the series, 27.84 per cent of the grades, and 29.70 per cent of the positions of the SP and CAF services combined require a knowledge of or ability to do varied clerical work.

10.) 12.75 per cent of the series, 13.22 per cent of the grades, and 25.74 per cent of the positions in the combined SP and CAF services require the ability to read, understand, interpret, or make blueprints, technical drawings, etc.

11.) 2.88 per cent of the announcements available for this study (three series) permitted substitution of mathematics on the high school level for required experience.

Limitations.

1. We could get announcements for only 72 series out of the 149 total.

6.) 3.7 per cent of the series, 8.54 per cent of the grades, and 3.94 per cent of the positions in the SP and CAF services combined require a knowledge of or ability to do scientific calculations.

7.) 0.7 per cent of the series, 0.35 per cent of the grades, and 0.25 per cent of the positions in the combined SP and CAF services require a knowledge of or ability to do algebra.

8.) 2.01 per cent of the series, 3.21 per cent of the grades, and 1.79 per cent of the positions in the combined SP and CAF services require a knowledge of or ability to do trigonometry.

9.) 25.5 per cent of the series, 27.84 per cent of the grades, and 29.70 per cent of the positions of the SP and CAF services combined require a knowledge of or ability to do varied clerical work.

10.) 12.75 per cent of the series, 13.32 per cent of the grades, and 25.74 per cent of the positions in the combined SP and CAF services require the ability to read, understand, interpret, or make blueprints, technical drawings, etc.

11.) 3.88 per cent of the announcements available for this study (three series) permitted application of mathematics on the high school level for required experience.

Limitations.

1. We could get announcements for only 72 series out of

the 149 total.

2. All grade levels are not listed because the increment is seemingly negligible.

3. All SP and CAF positions could not be covered due to the fact that all specifications have not been written for these services.

4. No attempt has been made to interpret the data in the light of prerequisite courses.

5. We have not attempted to make a job analysis, but have accepted the specifications already written and therefore it cannot be known for certain if these skills and operations are actually needed or if they are merely what someone thinks are needed.

6. There are no specifications set up for the skilled trades and therefore there is no possibility of determining the mathematics needed except by means of a job analysis.

7. Civil Service specifications, etc., are very vaguely written and contain many relative terms.

8. There are no complete listings of requirements and there is little opportunity for an interested person to get specific information relative to positions for which he might be qualified except through a hit and miss process.

Suggestions for further study.

1. Job analysis of the series which show a considerable amount of mathematical content.

2. A study similar to this on the P service pertaining to college mathematics.

2. All grade levels are not listed because the increment is seemingly negligible.

3. All SP and CAP positions could not be covered due to the fact that all specifications have not been written for these services.

4. No attempt has been made to interpret the data in the light of prerequisite courses.

5. We have not attempted to make a job analysis, but have accepted the specifications already written and therefore it cannot be known for certain if these skills and operations are actually needed or if they are merely what someone thinks are needed.

6. There are no specifications set up for the allied trades and therefore there is no possibility of determining the mathematics needed except by means of a job analysis.

7. Civil Service specifications, etc., are very vaguely written and contain many relative terms.

8. There are no complete listings of requirements and there is little opportunity for an interested person to get specific information relative to positions for which he might be qualified except through a hit and miss process.

Suggestions for further study.

1. Job analysis of the series which show a considerable amount of mathematical content.

2. A study similar to this on the F service pertaining to college mathematics.

3. A study similar to this on the CPC service.
4. A study similar to this on the CM service.
5. A job analysis of the various skilled trades.
6. Interpretations of data here presented with implications for curriculum adaptation.

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3. A study similar to this on the GPC service.
4. A study similar to this on the GM service.
5. A job analysis of the various skilled trades.
6. Interpretations of data here presented with implications for curriculum adaptation.

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APPENDIX

Form INF-7
July 1948This form to be issued with each copy of the July 1945 edition
of "Working for the Federal Government" (Form 4808).

TABLE SHOWING INCREASED FEDERAL PAY RATES

The Federal Employees Pay Act of 1946 and the Federal Employees Salary Act of 1948 increased the basic pay rates of positions subject to the Classification Act of 1923, as amended. The new rates are shown in the table below. These rates supersede those shown on page 18 of the Commission's pamphlet entitled "Working for the Federal Government." Section IV of the pamphlet states the salaries of a number of civil-service jobs. Most of the jobs mentioned are subject to the Classification Act. To ascertain the present salaries of these positions, locate, in the table on page 18 of the pamphlet, whatever salary is mentioned; then find the present salary in the corresponding line and column of the table below. For example, on page 31 of the pamphlet, this statement appears: "Common entrance salaries are \$1,508 * * *; \$1,704 * * *; and \$1,902 * * *." Page 16 of the pamphlet shows that these were the entrance salaries of CAF-1, CAF-2 and CAF-3 positions. The table below shows that the present salaries of such positions are \$2,086, \$2,284, and \$2,498.28.

Service and grade		Basic pay rates							Service and grade	
P	CAF								CPC	SP
		1410.00		1500.00	1588.00	1660.00		1732.00	1	
		2020.00	2086.00	2152.00	2218.00	2284.00		2350.00	2	
		2020.00	2086.00	2152.00	2218.00	2284.00	2350.00	2423.04		1
	1	2086.00	2152.00	2218.00	2284.00	2350.00	2423.04	2498.28		
		2152.00	2218.00	2284.00	2350.00	2423.04		2498.28	3	
		2152.00	2218.00	2284.00	2350.00	2423.04	2498.28	2573.52		2
	2	2284.00	2350.00	2423.04	2498.28	2573.52	2648.76	2724.00		3
		2350.00	2423.04	2498.28	2573.52	2648.76	2724.00	2799.24	4	
	3	2498.28	2573.52	2648.76	2724.00	2799.24	2874.48	2949.72		4
		2573.52	2648.76	2724.00	2799.24	2874.48	2949.72	3024.96	5	
	4	2724.00	2799.24	2874.48	2949.72	3024.96	3100.20	3175.44		5
		2799.24	2874.48	2949.72	3024.96	3100.20	3175.44	3250.68	6	
1	5	2974.80	3100.20	3225.60	3351.00	3476.40	3601.80	3727.20		6
		3024.96	3100.20	3175.44	3250.68	3351.00	3476.40	3601.80	7	
		3225.60	3351.00	3476.40	3601.80	3727.20	3852.60	3978.00	8	
	6	3351.00	3476.40	3601.80	3727.20	3852.60	3978.00	4103.40		7
		3601.80	3727.20	3852.60	3978.00	4103.40	4228.80	4354.20	9	
2	7	3727.20	3852.60	3978.00	4103.40	4228.80	4354.20	4479.60		8
		3978.00	4103.40	4228.80	4354.20	4479.60	4605.00	4730.40	10	
	8	4103.40	4228.80	4354.20	4479.60	4605.00	4730.40	4855.80		
3	9	4479.60	4605.00	4730.40	4855.80	4981.20	5106.60	5232.00		
	10	4855.80	4981.20	5106.60	5232.00	5357.40	5482.80	5608.20		
4	11	5232.00		5482.80	5733.60	5984.40		6235.20		
5	12	6235.20		6474.60	6714.00	6953.40		7192.80		
6	13	7432.20		7671.60	7911.00	8150.40		8389.80		
7	14	8509.50		8808.75	9108.00	9407.25		9706.50		
8	15	10305.00						10330.00		
9	16			See note below						

NOTE - P-9 and CAF-16 have no explicit pay rates. They include positions for which Congress, in individual cases, expressly fixes a pay rate in excess of \$10,000 a year.

U. S. CIVIL SERVICE COMMISSION

TABLE SHOWING THE RESULTS OF THE ANALYSIS OF THE SAMPLES OF THE SUBSTANCE IN THE LABORATORY OF THE BUREAU OF CHEMISTRY, U. S. DEPARTMENT OF AGRICULTURE.

The following table shows the results of the analysis of the samples of the substance in the laboratory of the Bureau of Chemistry, U. S. Department of Agriculture. The table is divided into two main sections, the first of which shows the results of the analysis of the samples of the substance in the laboratory of the Bureau of Chemistry, U. S. Department of Agriculture, and the second of which shows the results of the analysis of the samples of the substance in the laboratory of the Bureau of Chemistry, U. S. Department of Agriculture.

No. of Sample	Name of Sample	Analysis of Sample				Remarks
		Carbon	Hydrogen	Nitrogen	Oxygen	
1	Sample 1	50.00	5.00	10.00	35.00	
2	Sample 2	50.00	5.00	10.00	35.00	
3	Sample 3	50.00	5.00	10.00	35.00	
4	Sample 4	50.00	5.00	10.00	35.00	
5	Sample 5	50.00	5.00	10.00	35.00	
6	Sample 6	50.00	5.00	10.00	35.00	
7	Sample 7	50.00	5.00	10.00	35.00	
8	Sample 8	50.00	5.00	10.00	35.00	
9	Sample 9	50.00	5.00	10.00	35.00	
10	Sample 10	50.00	5.00	10.00	35.00	
11	Sample 11	50.00	5.00	10.00	35.00	
12	Sample 12	50.00	5.00	10.00	35.00	
13	Sample 13	50.00	5.00	10.00	35.00	
14	Sample 14	50.00	5.00	10.00	35.00	
15	Sample 15	50.00	5.00	10.00	35.00	
16	Sample 16	50.00	5.00	10.00	35.00	
17	Sample 17	50.00	5.00	10.00	35.00	
18	Sample 18	50.00	5.00	10.00	35.00	
19	Sample 19	50.00	5.00	10.00	35.00	
20	Sample 20	50.00	5.00	10.00	35.00	
21	Sample 21	50.00	5.00	10.00	35.00	
22	Sample 22	50.00	5.00	10.00	35.00	
23	Sample 23	50.00	5.00	10.00	35.00	
24	Sample 24	50.00	5.00	10.00	35.00	
25	Sample 25	50.00	5.00	10.00	35.00	
26	Sample 26	50.00	5.00	10.00	35.00	
27	Sample 27	50.00	5.00	10.00	35.00	
28	Sample 28	50.00	5.00	10.00	35.00	
29	Sample 29	50.00	5.00	10.00	35.00	
30	Sample 30	50.00	5.00	10.00	35.00	
31	Sample 31	50.00	5.00	10.00	35.00	
32	Sample 32	50.00	5.00	10.00	35.00	
33	Sample 33	50.00	5.00	10.00	35.00	
34	Sample 34	50.00	5.00	10.00	35.00	
35	Sample 35	50.00	5.00	10.00	35.00	
36	Sample 36	50.00	5.00	10.00	35.00	
37	Sample 37	50.00	5.00	10.00	35.00	
38	Sample 38	50.00	5.00	10.00	35.00	
39	Sample 39	50.00	5.00	10.00	35.00	
40	Sample 40	50.00	5.00	10.00	35.00	
41	Sample 41	50.00	5.00	10.00	35.00	
42	Sample 42	50.00	5.00	10.00	35.00	
43	Sample 43	50.00	5.00	10.00	35.00	
44	Sample 44	50.00	5.00	10.00	35.00	
45	Sample 45	50.00	5.00	10.00	35.00	
46	Sample 46	50.00	5.00	10.00	35.00	
47	Sample 47	50.00	5.00	10.00	35.00	
48	Sample 48	50.00	5.00	10.00	35.00	
49	Sample 49	50.00	5.00	10.00	35.00	
50	Sample 50	50.00	5.00	10.00	35.00	



